**ASU** Graduate College
**Arizona State University**

Introduction

All students are required to have at least one Chair or two Co-Chairs approved to serve on their committee. Some programs require that additional members also serve on the committee. This document shows how to add, remove, and change the role of faculty on your committee.

Locating the Faculty Committee

1. Access your iPOS through your MyASU page.

2. Click on Advisors.
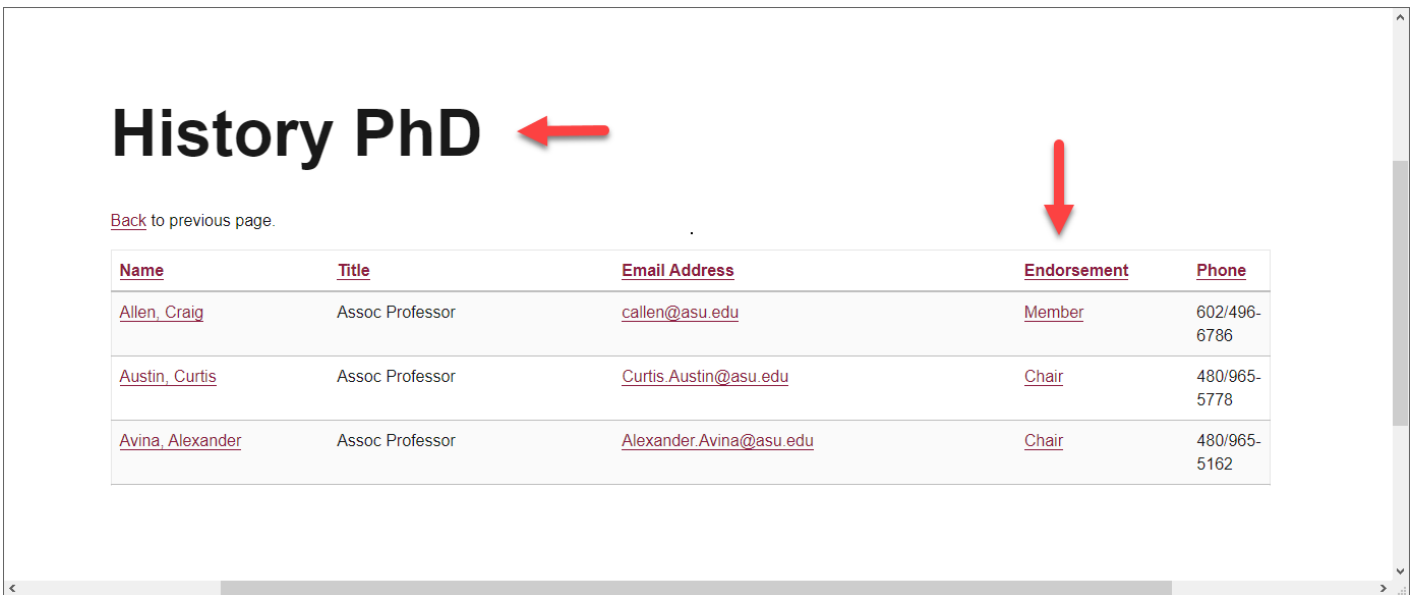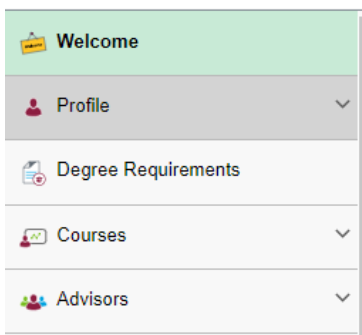

3. Click on Faculty Committee.
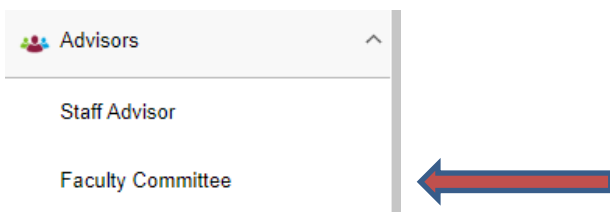
Adding Faculty

The Faculty Committee page displays the minimum number of qualified faculty members required to complete the committee for your program. If your culminating experience is a thesis or dissertation, you will need to have an approved, completed committee in order to schedule your defense (additional conditions may apply).

Faculty Committee ⓘ

Your graduate faculty committee is a resource for advice and guidance on course selections, project topics, and program requirements. Your program requires that you have a committee of 3, although some program paths may require additional members. Your staff advisor, program handbook, and program website will provide you with support as you set up your faculty committee. You may also utilize the Graduate Faculty website which is a resource for PhD endorsed faculty.

IMPORTANT** All faculty must meet qualifications in order to be approved to serve on committees. Refer to the Graduate Faculty to review the approval areas for faculty in your program. Note that all faculty approved to serve on a PhD committee are also automatically endorsed to serve on the committee for students in the associated Master's degree.

Below is an example of the faculty approved to serve on the committee for students in the History PhD program. Students in the History Master's degree program can also utilize these faculty for their committee. Note the level of endorsement, or approval type, for serving on the committee.

History PhD ⬅

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Name	Title	Email Address	Endorsement	Phone
Allen, Craig	Assoc Professor	callen@asu.edu	Member	602/496-6786
Austin, Curtis	Assoc Professor	Curtis.Austin@asu.edu	Chair	480/965-5778
Avina, Alexander	Assoc Professor	Alexander.Avina@asu.edu	Chair	480/965-5162

If you want to include someone not approved or not on the list, contact your staff advisor about requesting special approval. <u>All faculty should be consulted and asked for their permission to serve on your committee before being added.</u>

1. To add a faculty member, click on the maroon Select Faculty Committee button.

<div align="center">Select Faculty Committee</div>

2. Enter at least the first two characters of the last name and at least the first character of the first name of the faculty member you wish to add to your committee. Then click on Search.

3. If more than one faculty member shows up on the list, make sure to click on the row of the correct one.
4. Next, select the committee role from the drop down (Chair, Co-Chair, or Member) and click on Done.

5. Repeat these steps for each faculty member you wish to add to your committee. Then click on Submit.

Your Committee Change Request will go to your Academic Unit and then the Graduate College for review and approval. Your MyASU page will display the status of this change request. You will also receive an automated email once it has been approved.

Removing Faculty

1. Click on the row of the committee member you wish to remove.
2. Click on Remove and Done. Then click on Submit.

Updating Committee Roles

1. Click on the row of the committee member for whom you wish to change the role.
2. Select the new role from the drop-down, click on Done and Submit.

Please contact your Staff Advisor in your Academic Unit if you have any questions.