

## **Members of PhD Thesis Committees**

**Graduate Faculty** is defined to consist of all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank. Anyone not meeting this definition, e.g., research faculty, must be approved by the graduate school for each committee of which they wish to be part.

**Affiliate Graduate Faculty** membership may be granted by the Office of Graduate Studies Dean to individuals whose skills or expertise meet criteria established by the College. Affiliate Graduate Faculty membership is in effect for a specified period of time and specific purposes. Affiliate members may be eligible to teach graduate courses, to serve on masters, specialist, and doctoral level committees, to direct master's and specialist's level committees, and to co-direct doctoral level committees, at the discretion of the College. Emeritus Professors and retired or recently resigned professors may also be appointed as Affiliate Graduate Faculty with the approval of the College and Office of Graduate Studies Dean.

## PhD Degree Procedures

### Committee Members:

- Minimum of four Graduate Faculty or Affiliate Graduate Faculty;
- Three members must be Physics Graduate or Affiliate Graduate Faculty;
- The Major Professor must be Physics Graduate Faculty and a co-Major Professor (if applicable) must be Graduate or Affiliate Graduate Faculty ;
- One must be an external member (from outside the Physics Department), but should have some expertise, broadly defined, relevant to the student's research area;
- Persons desiring to serve on a PhD Committee who are not defined as Graduate Faculty or Affiliate Graduate Faculty (e.g. visiting faculty, professionals, research faculty) must submit a curriculum vitae and be approved by the Physics Department, College and Office of graduate Studies.

### Doctoral Qualifying Examination:

Doctoral qualification, as defined in the USF Graduate Catalog, consists of two parts in the Physics Department, the Credentials Certification and Dissertation Proposal. Following successful completion of these two parts, the student may submit the paperwork for doctoral candidacy.

1. Credentials Certification – (link to Credentials Certification form)
  - Must be completed before the Dissertation Proposal Defense
2. Dissertation Proposal - (link to Dissertation Proposal)
  - The committee members must receive the Dissertation Proposal at least two weeks before the scheduled Dissertation Proposal examination date;
  - All members of the PhD committee must attend the Dissertation Proposal examination
  - In the event a member cannot attend in person, participation via a speakerphone or video conference must be arranged;
  - If an unforeseen situation arises that would prevent a Committee member attending the defense, the Major Professor or the Defense Chair should contact the Director of Physics Graduate Studies for guidance and/or approval of the Dissertation Proposal examination;
  - The Major Professor presides over the Dissertation Proposal examination;
  - The examination and Committee deliberation are not public.

### PhD Defense:

- The committee members must receive the PhD dissertation at least two weeks before the scheduled PhD defense date;
- The PhD defense must be presided over by a non-committee member from outside the Physics Department, but maybe within the academic discipline. If the presiding person is from another institution, he/she must be approved for Affiliate Graduate Faculty status ;
- All Committee members must be present for the defense;
- In the event a member cannot attend in person, participation via a speakerphone or video conference must be arranged;

- If an unforeseen situation arises that would prevent a Committee member attending the defense, the Major Professor(s) or the Defense Chair should contact the Office of Graduate Studies for guidance and/or approval of the defense;
- The PhD defense is open to the public and as such, must meet the requirements of the Sunshine Laws for the State of Florida. The Committee deliberation is not public.

**Time Limitations:**

- The PhD degree must be completed within seven years from the student's admission date into the PhD graduate program unless a time-limit extension has been granted by the Office of Graduate Studies.