**SEFS Supervisory Committee Form**

Additional information about setting up a supervisory committee can be found in the [SEFS Student Handbook](https://sefs.uw.edu/students/graduate-degrees/grad-student-resources-forms/) and in [Graduate School Memo 13](https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-13-supervisory-committee-for-graduate-students/).

**In summary:**

1. Master’s committees (MS/MFR) require a minimum of 2 members, with 3 members recommended. The Chair must have a faculty appointment in SEFS. The majority of members must also have UW Graduate Faculty appointments.
2. PhD committees required a minimum of 4 members, with 5 members recommended. The PhD committee must have a GSR (Graduate School Representative) and cannot be appointed without this person. Note that the Chair must have a faculty appointment in SEFS. A minimum of 2 members must hold a faculty appointment in SEFS, defined as a full appointment, joint appointment, or adjunct appointment. Only 1 outside UW member can be appointed.
3. Outside UW Members: Submit a CV for each non-UW member for your student file. Make sure to fill in the additional information needed (see page 2).
4. Submit form (and CV if any) through the graduate student paperwork upload site, link is found here:  
   <https://sefs.uw.edu/students/graduate-degrees/grad-student-resources-forms/>

**Student Information**

|  |  |
| --- | --- |
| Student name | Click or tap here to enter text. |
| Student number | Click or tap here to enter text. |
| Student email | Click or tap here to enter text. |
| Degree | MS  MFR  PhD |
| Committee type | Supervisory Committee  Reading Committee |

**Committee Members**

Indicate role: chair, GSR, member

Provide the person’s UW email address

If members are non-UW faculty, please fill in the additional information in the section below the list of committee members.

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty name** | **Committee Role** | **Email address** | **Status (UW Faculty, UW Employee, Affiliate Professor, or Outside Member)** |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
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***Continue to Page 2 to complete this form.***

**Additional Information Required for Committee Members from Outside UW:**

Fill out this additional information for any member from an outside organization.

For each such member, be sure to submit a CV for your student file.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title and Organization** | **Non UW Email address** | **UW Net ID or Email Address If Exists** |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |

**Committee Member Signature Approvals**

Each faculty member has agreed to serve on the supervisory committee.

|  |  |  |
| --- | --- | --- |
| Faculty name | Signature | Date |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
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