

DEPARTMENTAL RECORD OF COMMITTEE ACTIVITY

SECTION 1: Student information

Date _____

Student's Name _____

UFID _____

Student's Signature _____

Semester Entered Program: _____

Current Degree (circle one): MA thesis MA nonthesis PhD

Track (circle one): Specialized Multifield Interdisciplinary

Principal subfield (circle one): Archaeology Biological Cultural Linguistic

Second subfield, if multifield (circle one): Archaeology Biological Cultural Linguistic

Interdisciplinary field, if applicable: _____

Concentration to be added to GIMS (circle one):

Historic Preservation Tropical Conservation and Development Women's/Gender Studies

Official minor, if applicable (to be added to GIMS): _____

SECTION 2: Chair Information

_____ ; _____ ; _____ has agreed to serve as
(Faculty Member) *(Signature)* *(UF ID #)* chair of my committee

Changed chair to: _____ ; _____ on _____
(Faculty Member) *(Signature)* *(Date)*

Former chair acknowledgement: _____ ; _____ on _____
(Faculty Member) *(Signature)* *(Date)*

Graduate Coordinator approval: _____ ; _____ on _____
(Graduate Coordinator) *(Signature)* *(Date)*

SECTION 3: Committee Membership

MEMBER ACTIVITY (Please specify external member)

| Faculty Member Name | Signature | UFID | Department | Date Added | Date Deleted |
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COMMITTEE REQUIREMENTS

Below is a summary of the UF and department policies concerning committees. For more detailed information, please see the *Graduate Catalog* (<http://gradcatalog.ufl.edu/>) and the Department's *Programs and Policies for Graduate Studies* (http://www.anthro.ufl.edu/graduate_program_policies.shtml)

Timeline:

- **BY THE END OF THE FIRST SEMESTER AT EACH DEGREE LEVEL:** choose a committee chair, have them sign a Committee Activity form, and return it to the Graduate Program Assistant.
- **BY THE END OF THE SECOND SEMESTER AT EACH DEGREE LEVEL:** choose the remaining members of the committee with the assistance of the chair, have them sign a Committee Activity form, and return it to the Graduate Program Assistant. She will enter the committee into GIMS.

MA Committee Requirements:

- ❖ MA thesis or nonthesis general track: A minimum of a chair and two other members; the chair and one member must be Anthropology Graduate Faculty members.
- ❖ MA thesis or nonthesis multifold track: A minimum of a chair and two other members; the chair and one member must be Anthropology Graduate Faculty members, one from each of the two subfields.
- ❖ MA thesis or nonthesis interdisciplinary track: A minimum of a chair and two other members; the chair and one member must be Anthropology Graduate Faculty members; the third member must be a Graduate Faculty member with no official ties to the Anthropology Department and whose PhD is not in Anthropology.
- ❖ Post-2010 students: at least one budgeted member of the Anthropology Department must sit on the committee.

PhD Committee Requirements

PhD committees consist of at least 4 members from the Graduate Faculty:

- ❖ The Chair and one other member must be members of the Graduate Faculty in the Anthropology Department.
 - Students on the multifold track must have one Anthropology Department committee member from each of the two subfields.
- ❖ The External Member must be a Graduate Faculty member from a different department with no official ties to the Anthropology Department and whose PhD is not in Anthropology.
 - Students on the interdisciplinary track must have one member of the committee from the interdisciplinary field who is a Graduate Faculty member with no official ties to the Anthropology Department and whose PhD is not in Anthropology. This member may serve as the official External Member.
- ❖ The fourth member must be a Graduate Faculty member and may be from either Anthropology or another department.
- ❖ Post-2010 students: at least one budgeted member of the Anthropology Department must sit on the committee.

Please bring the Departmental Record of Committee Activity to the Graduate Program Assistant in 1115 Turlington when it has been completed. Email from prospective committee members may serve in lieu of signatures on the form.

If you wish to add someone to your committee who does not have Graduate Faculty status at UF, please contact the Graduate Program Assistant in 1115 Turlington Hall or call 352-392-2253, extension 207. That person will serve as a Special Member and is in addition to the usual committee members. There is additional paperwork to appoint a Special Member.

Any committee changes should be made in consultation with the committee chair. Students should speak personally with any member being removed from the committee and obtain their written acknowledgement. The Graduate Coordinator should approve any chair changes. No official changes can be made that leave your committee incomplete. If students cannot form and maintain a supervisory committee under the guidelines stated in the Graduate Catalog, they are deemed to be making unsatisfactory progress and their enrollment in the program can be terminated by the Chair of the Department, with the concurrence of the Chair of the Supervisory Committee and the Graduate Coordinator.