

Graduate Advisory Committee Policy for Biology and Wildlife

Advisory Committee Policy¹:

The graduate student, working with the major advisor determines who will serve on the Graduate Advisory Committee. Major advisors should make recommendations to the student regarding a distinction between the roles of research collaborators and members of the Advisory Committee. The following conditions apply for the Graduate Advisory Committee:

1. Number of obligated committee positions (those who have authority to sign a student's progress reports, Thesis/Dissertation, etc.) must number a minimum of 3 for MS and 4 for Ph.D., to include the major advisor.
2. The advisory committee of a student pursuing an MS or PhD degree in Biological Sciences or Wildlife Biology and Conservation must contain a minimum of 2 faculty from the Biology and Wildlife Department. Emeriti faculty formerly employed by Biology & Wildlife may count toward the minimum number of Biology & Wildlife faculty committee members. Former Biology and Wildlife faculty serving a on graduate student committee at the time they move to another UAF department or university may continue to count toward the minimum number of Biology and Wildlife faculty on that graduate committee for the tenure of the student in the program, but will not count toward the minimum on any new committees they may join after leaving B&W. A maximum of one former faculty member may count toward the minimum per committee; additional former faculty members may serve in an affiliate capacity, if approved as such, but will not count toward the minimum number of Biology and Wildlife faculty on the committee.
3. The committee of a student pursuing a collaborative PhD program across UA campuses must also contain a minimum of 2 Biology & Wildlife faculty.
4. At least one current Wildlife faculty member must serve on the committee of a student pursuing a Wildlife Biology and Conservation MS degree or a Biological Science PhD degree with a Wildlife Biology and Conservation concentration.
5. All committee members (including Associated or Affiliate Faculty, see below) must have attained or exceeded the academic degree of the committee on which they are serving (e.g. must have earned an MS with thesis, not an MBA). Rare exceptions may be granted (see Affiliate Faculty policy #1 below).
6. The Appointment of Graduate Advisory Committee form is found on the Graduate School website: <https://www.uaf.edu/gradschool/current-students/forms.php>. This form must be used to formally establish a committee or to make changes in committee membership.

Affiliate Faculty Policy:

If any of the proposed committee members are not currently employed by the University of Alaska Fairbanks, then they should obtain Affiliate Faculty status with Biology and Wildlife by following the Affiliate Faculty process. To qualify as Affiliate Faculty they must meet the requirements listed below:

1. Affiliate Faculty requests should be initiated by the major advisor and include both a memo from the major advisor indicating the unique expertise the member will contribute to the student's education and the member's current curriculum vitae (CV) submitted to the Department Chair via the Graduate Student Coordinator. Affiliate requests will be reviewed by the department's Research Scientist and Affiliate Faculty Committee (RSAFC), which will make a written recommendation to the department chair.
2. Individuals requesting Affiliate Faculty status who will not immediately be serving on an advisory committee will be considered on a case by case basis by the RSAFC, which will make a recommendation to the Department Chair.
3. Potential affiliates (e.g. National Park Service employees, Department of Fish and Game employees) who do not hold a degree equal to the level of the advisory committee they are applying for will be reviewed on an individual basis by the Biology and Wildlife Department Chair.

¹ Originally adopted 4/9/2010; REVISED by faculty vote 11/7/2013, 1/27/2014, 4/17/2014, 2/10/2019, 2/15/2022

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Associated Faculty Policy:

A faculty member from another campus of the UA system (UAA or UAS) or another college or department of UAF (e.g., IAB, CNSM-NRE, CLA-PSY, or CFOS) is considered "Associated Faculty" and may serve on graduate advisory committees within the Biology and Wildlife Department. An Associated Faculty member may co-chair an MS or PhD advisory committee together with a member of the Biology and Wildlife faculty. Requests by Associated Faculty members at UAF to serve as the sole chair of a Biology and Wildlife graduate advisory committee will be considered on a case by case basis by the RSAFC, which will make a recommendation to the Department Chair. Criteria for approval will include a PhD in a biology-related discipline and a record of success in graduate student mentorship. Previous experience successfully co-chairing the advisory committee of a Biology and Wildlife graduate student is desirable.