Confirmation of Master’s Committee

Please type or print legibly.

Name of Student ____________________________  UNM ID (9-digit number) ____________  Date Submitted ____________

Does this replace a form that was submitted earlier? (circle) NO YES

Degree Plan (check one)  Degree Concentration (check one)
☐ Plan I  ☐ Environmental Studies
☐ Plan II  ☐ Geographic Information Science

GENERAL TOPIC OF THESIS OR PROFESSIONAL PROJECT:

________________________________________________________________________
________________________________________________________________________

MASTER’S COMMITTEE

Committee Chair
Printed Name ____________________________  Signature ____________________________
Title: ________________________________________________________________

Committee Member (or Co-Chair, if applicable)
Printed Name ____________________________  Signature ____________________________
Department, Title, Institution: ________________________________________________

Committee Member
Printed Name ____________________________  Signature ____________________________
Department, Title, Institution: ________________________________________________

Committee Member (optional)
Printed Name ____________________________  Signature ____________________________
Department, Title, Institution: ________________________________________________

☐ This committee meets the criteria listed in the Guidelines for Committee Composition. (See back.)
☐ This committee requires an exception to the criteria listed in the Guidelines for Committee Composition. The reason for this exception is:

________________________________________________________________________
________________________________________________________________________

Signature of Geography Graduate Program Director: ____________________________  Date
(required ONLY if an exception is sought)
Master's Exam and/or Thesis Committees: The role of the examination committee is to approve the exam questions, conduct the exam/defense, evaluate the student response and report the results. Each committee must consist of a minimum of three members approved by the Office of Graduate Studies.

1. Two members must be Category 1 OR one member can be Category 1 and one member may be Category 3 if his/her appointment is within the student's major.
2. The chair of the exam committee must be Category 1, 5, or 3 if his/her appointment is within the student’s major.
3. The third member can be any Category 1-6.
4. A co-chair can be from any Category 1-6 as long as the other co-chair is a Category 1 or 3 if his/her appointment is within the student’s major.
5. No more than one voting member can be in Category 4. Departments can impose a more restrictive structure for exam committees.

The categories of faculty approvals for service on student committees (with the approval of the unit faculty and the Office of Graduate Studies) are as follows:

- **Category One**: UNM tenured or tenure-track faculty or UNM-National Laboratory Professors. Role: chair or a member of any master’s or doctoral committee in any discipline, regardless of the Faculty member’s FTE status.
- **Category Two**: Tenured or tenure-track faculty at other institutions. Role: external member on dissertation committee.
- **Category Three**: Individuals whose primary employer is UNM and who hold the titles of research professor, research associate professor, research assistant professor; clinician educators with the rank of professor, associate professor assistant professor or faculty hired onto the flex track or “V” category in the School of Medicine. Role: co-chair or member of master’s or dissertation committee; may only chair committees if his/her appointment is within the student’s major.
- **Category Four**: Others who are considered experts in the field. Role: voting member of the committee.
- **Category Five**: Emeriti Emeritae faculty may continue to chair existing committees for up to one calendar year from the date of their retirement if the graduate unit approves. They may not be appointed chair of any new committees once retired. Role: Chair, co-chair, or voting member of the committee.
- **Category Six**: After the first year of retirement, Emeriti Emeritae faculty may continue to serve on committees if the graduate unit approves. Role: Co-Chair or voting member of the committee.