

Thank you for serving on the thesis committee for a Pharmaceutical Sciences PhD student! We appreciate your time and willingness to be involved in the student's scientific and professional development. We want to provide you some additional information about these meetings.

Students must meet with their committee at least yearly, usually in the summer. The meeting in the second year is expected to be the preliminary exam. Please familiarize yourself with these meetings by reading the handbook instructions about them and previewing the forms that will be provided by the student at the links below.

1st year (initial) meeting:

<https://students.pharmacy.wisc.edu/pharmsci-handbook/m-initial-thesis-committee-meeting/>
https://students.pharmacy.wisc.edu/wp-content/uploads/ACADEMIC_PLAN_FORM.pdf

2nd year (prelim) meeting:

<https://students.pharmacy.wisc.edu/pharmsci-handbook/o-preliminary-exam/>
https://students.pharmacy.wisc.edu/wp-content/uploads/PRELIMINARY_EXAM_FORM.pdf

Dissertator annual progress meeting:

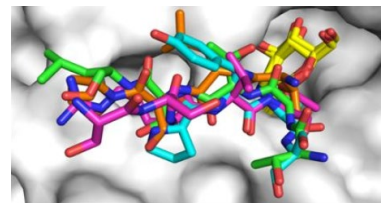
<https://students.pharmacy.wisc.edu/pharmsci-handbook/p-annual-progress-report/>
https://students.pharmacy.wisc.edu/wp-content/uploads/ANNUAL_PROGRESS_REPORT_FORM.pdf

Students should be receiving feedback (both verbal and written on the form) at each meeting. The advisor serves as the formal chair of the committee, but each student will ask an additional pharm sci faculty member who is not their advisor(s) to serve as the informal "vice-chair" of the committee. This vice-chair will ensure that all necessary topics are covered at each meeting and will take the leading in filling out the form. Topics to cover at each meeting include coursework (for 1st and 2nd year students), research progress and plans, career exploration and development, communication skills, and other aspects of our learning goals. The vice-chair should also make sure that the student has a discussion with their committee with the advisor(s) out of the room; and should also ensure that the committee understands that what is said in this discussion remains confidential.

Please do not hesitate to reach out if you have any questions, and thanks again for your support of our students.

Lara Collier (Director of Graduate Studies)
lcollier@wisc.edu

THESIS COMMITTEE APPROVAL FORM



UW-Madison Graduate Program in Pharmaceutical Sciences

Student Name (LAST, First, Middle): _____

Date: _____

The faculty listed below have agreed to serve as members of the **Preliminary Examination and PhD Thesis (Final Oral Examination) Committees** for the student named above. The faculty member listed as member #1 should be the thesis advisor and thus serves as the committee chair. This individual is required to be Pharmaceutical Sciences Division (PSD) faculty or PSD affiliate faculty. The faculty member listed as #1 cannot be considered the external member of the committee.

At least one member, designated below in the 4th line of the table, is NOT a faculty member from the Pharmaceutical Sciences Division, and is serving as the **external member** (this individual may have “affiliate” faculty status in Pharmaceutical Sciences, but this external member must be graduate faculty whose primary appointment is in another UW-Madison department).

Faculty Name	Signature or E-signature	Faculty Rank	Division / Department	Note
1.			Pharmaceutical Sciences	Thesis Advisor
2.			Pharmaceutical Sciences	
3.			Pharmaceutical Sciences	
4.				External Member
5.				

Director of Graduate Studies Approval:

_____ Date

The following Graduate School policy is included here as a reminder: <https://grad.wisc.edu/acadpolicy/> (UW Graduate School Academic Policies & Procedures). See the section on “Committee”.

- Doctoral (PhD)/Graduate Advisory committees must have at least 4 members, representing more than one graduate program, 3 of whom must be UW-Madison graduate faculty or former UW-Madison graduate faculty up to one year after resignation or retirement. At least one of the 4 members must be from outside of the student's major program or major field.

The following requirements come from the Pharmaceutical Sciences Division Graduate Faculty, as approved 9/5/17:

- Three (3) committee members must be internal (i.e. members of the PSD Program faculty or PSD affiliate faculty), including the student's Thesis Advisor.
- At least 1 Committee member must be external (not a member of the primary PSD faculty; this individual may be an affiliate member of the PSD faculty).
- The required 4th member of a doctoral committee may be a member of UW-Madison's academic staff with faculty appointment (e.g., clinical or CHS professors) or a visiting tenured/tenure-track faculty member from another institution.
- All members of this committee are considered “readers”—readers are committee members who commit themselves to closely reading and reviewing the entire dissertation.

Other resources: Graduate School's Changes in Doctoral Dissertation Policy dated 3/14/17 at

<https://kb.wisc.edu/images/group359/71658/Karpus-DissPolicy-3.14.17.pdf> and <https://kb.wisc.edu/grad/71658>.