

## Instructions for the Appointment of Thesis Readers

The student and his/her Thesis Advisor are responsible for initiating arrangements for the appointment of thesis readers. The departmental academic coordinator will assist with the appropriate forms and other important information. **THIS FORM MUST BE TYPED** and submitted to the Office of Records and Registration after all members of the Committee have been determined.

### PhD, ScD, and ScM DEGREES

The Committee of Thesis Readers must...

1. consist of four voting members. Two members **MUST** have a primary faculty appointment in the student's sponsoring department; the other two members must have appointments in two different departments other than the sponsoring department.

\* The student's advisor of record must serve as a Thesis Reader. All faculty members must serve as Thesis Readers representing the department of their primary faculty appointment. The only instance when the faculty member can serve in his/her joint appointment capacity is if he/she is the student's advisor.

\* One member must hold the rank of Associate Professor or full Professor and not hold a joint appointment in the student's department.

\* With the approval of the Committee on Academic Standards, the Department may nominate an individual from outside the Department to replace a departmental reader.

\* One adjunct or one scientist faculty member may serve on the Committee, but not both. Neither may serve as the Chair.

\* The Committee of Thesis Readers may be increased to five members, provided that all other committee composition requirements are satisfied. If a fifth member was approved to serve as a Thesis Reader, that individual does not have voting privileges on the Final Examination Committee.

2. be comprised of duly appointed faculty members of a University department and must hold, at the time of selection, an appointment of Assistant Professor or higher, and

\* Access to the most current faculty ranks can be found on the school's website at the following address:  
<http://faculty.jhsph.edu/appointments.cfm>

3. be comprised of three Departments of the University, TWO being from the Bloomberg School of Public Health. It is permissible to have three different BSPH departments represented on the committee.

\* Selection of Alternates: The selection of alternates is very important for ensuring the exam can take place at the originally scheduled date/time. Choose alternates that will fulfill the committee composition requirements, regardless of who is able to attend. ScM Candidates do not need to identify alternate Thesis Readers.

I have read the procedures and School policies outlined above regarding the Appointment of Thesis Readers.

**Student's Signature** \_\_\_\_\_

**Reviewed by:**  
**Academic Coordinator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

