

Supervisory Committee Agreement

Department of Health Outcomes & Biomedical Informatics

It is the responsibility of the student to be informed of and observe all regulations and procedures required by the [UF Graduate School](#) and Department of Health Outcomes & Biomedical Informatics before submitting this form.

Student Last Name	Student First Name	E-mail Address

This form is being submitted for (check one): New Supervisory Committee
 Change in Supervisory Committee

Degree (check one): PhD MS

Signature below (or e-mail attachment) indicates the Member's agreement to serve on the above listed student's Supervisory Committee.

	UFID	Name	Signature
Chair			
Co-Chair or Member (please circle)			
Member			
Member			
External Member*			
Member (optional)			

*PhD students only

HOBI Education Director Approval

Date

Supervisory Committee Requirements

Supervisory Committees must be selected by the end of the semester in which students have accumulated 12 credits. This is typically the end of the student's second semester; however, students enrolling in 12 credits their first semester must select their Committee by the end of that semester. The Dean of the Graduate School is an ex-officio member of all Supervisory Committees.

MS Supervisory Committees will be comprised of a minimum of 2 and maximum of 5 members. MS Supervisory Committee qualifications are as follows:

Member	Member Type	Required to be HOBI faculty?	Graduate Faculty (GF) Status	Must be tenured or accruing tenure?
1 (required)	Chair/Research Mentor	Yes	Required, must have GFS in Medicine	Yes
2 (required)	Co-Chair -or- Member	Yes	Required, must have GFS in Medicine or another dept.	Yes
3-5 (optional)	Additional Members	No	GFS not required. Requires special approval.	No

PhD Supervisory Committees will be comprised of a minimum of 4 and maximum of 5 members. PhD Supervisory Committee qualifications are as follows:

Member	Member Type	Required to be HOBI faculty?	Graduate Faculty (GF) Status	Must be tenured or accruing tenure?
1 (required)	Chair/Research Mentor	At least two members of the committee must be HOBI faculty	Required, must have GFS in Medicine	Yes
2 (required)	Co-Chair -or- Member		Required	At least one of the two must be
3 (required)	Member		Required	
4 (required)	External Member	Cannot be HOBI faculty	Required, must be in different educational discipline with no ties to HOBI	No
5 (optional)	Additional Member	No	GF status not required; requires special approval	No

Students who wish to have a Supervisory Committee Chair different from their Research Mentor must obtain approval from the Research Mentor, Education Director, and the proposed Chair.

Changes in Supervisory Committee members are acceptable until the midpoint of the student's final term as long as the thesis/dissertation defense has not occurred. No changes in Supervisory Committee are allowed after the defense.