1. OVERVIEW:

The Graduate School has implemented an online system for students to form their thesis or dissertation committees, to replace the paper form. The instructions below describe how faculty members should accept or decline invitations to serve on thesis/dissertation committees, as well as how to view all student committees on which they are serving.

<table>
<thead>
<tr>
<th>User Group</th>
<th>Roles in Theses and Dissertations Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Graduate Students</td>
<td>Invite committee members to serve on committee; submit any requests for changes in committee membership.</td>
</tr>
<tr>
<td>2. Committee Members</td>
<td>Committee members include committee chair, (optional co-chair), department members and external member(s). Committee members are selected from the Graduate Faculty database. Upon invitation, the invited members can accept/decline to serve on the committee, and can also view all their own students’ committee members and relevant activities.</td>
</tr>
<tr>
<td>3. Department Administrator</td>
<td>Department designee (generally the chair or program director) oversees the committee formation and approves any student requests for changes in committee memberships.</td>
</tr>
<tr>
<td>4. Graduate School Admin</td>
<td>Graduate School performs the final sign-off after the committee has been formed and approved by the department, as well as reviewing any subsequent changes in membership.</td>
</tr>
</tbody>
</table>

These instructions explain the steps a faculty member will need to take when responding to requests to serve as a member of thesis or dissertation committees:

- Initial invitation email sent by student
- Access to thesis/dissertation committees site
- Thesis/dissertation committee summary page
- Respond to committee invitation
- Overall workflow for forming a committee electronically
2. INITIAL INVITATION EMAIL:

This process is initiated by the student. After a student adds a faculty member to the committee, the faculty member will receive the following invitation email.

```
[GRADS-TD] Doctoral Dissertation committee for [student]

[TEST] TO: [email]

Dear [name],

You are invited to serve as the Committee Member on [GRADS-TD] Doctoral Dissertation Committee. Please respond to this invitation (accept/decline) from [4A ACADEMICS: b Graduate Faculty -> #2 Committee Activities] section in Graduate Administrative Services online. For any questions, please contact us at [graduate.school@uas.edu]. Thank you.

- The University of Alabama Graduate School
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The faculty member should then log in to Graduate Administrative Services (see next section) to either accept or decline this invitation. If the invited member is an external (Temporary) graduate faculty member from another institution, s/he will receive the following email with a link to create a log-in to the external members’ site (shown below):

```
[GRADS-TD] Doctoral Dissertation committee for [external]

[TEST] TO: [email]

Dear [name],

You are invited to serve as the External Member on [GRADS-TD] Doctoral Dissertation Committee. Please respond to this invitation (accept/decline) from [4A ACADEMICS: b Grad Faculty -> #2 Committee Activities] section in Graduate Administrative Services online. If you do not know your login information, please use the password reminder tool, linked on the login page. For any questions, please contact us at [graduate.school@uas.edu]. Thank you.

- The University of Alabama Graduate School
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Link to the Password reminder tool.
3. ACCESS TO THESIS/DISSERTATION COMMITTEE SITE:

Faculty members can access thesis/dissertation committee activities by logging in to “Graduate Administrative Services” ([https://gradservice.ua.edu/login/dept.aspx](https://gradservice.ua.edu/login/dept.aspx)) using myBama credentials, and then clicking on the “4A. ACADEMICS: b. Grad Faculty” link on the main page. After clicking that link, the following page will open. Note that this screen also shows your current Graduate Faculty appointment status:

Please click the link “2. Committee Activities for Theses/Dissertations”.

On this page, you can click the “View Students” button to open a list of the students on whose committees you serve (if they have set those up in the online system). You would then be able to click on the student’s name to see all of that student’s committee members.

To narrow down the list, use the filtering options (degree level, committee status, etc.); or you may look for a specific student by name or CWID.
On the student list, click the “view” link on the right-most column to open that student’s activity page, as shown below. Only line 1 (Committee Formation) is currently active. To respond to your invitation or to see the student’s other committee members, click on “review” in the right-most column.

For master’s students, this will be titled “Master’s Thesis Activities.”

Click the “review” link to open the committee membership page.

Current progress in specific area of thesis/dissertation activities.

Currently, rows 2-4 are inactive. Eventually the system will allow for electronic thesis/dissertation approvals.
4. RESPONDING TO AN INVITATION TO SERVE ON COMMITTEE

When you click the “review” link on the summary table (as shown above), a detailed view of the committee membership appears, as shown below. You should see a “respond” link next to your name in the member list. Click this link to open the response form so that you can accept or decline the invitation to serve on this committee.
When you click the “respond” button, the following window appears. You can accept or decline to serve on the committee of the selected student via the dropdown menu. Then, click the “Submit” button. Immediately, an automated email will be sent to the student, informing him or her of your decision.

If you agree to serve on the committee and submit the form, the system will recheck whether the committee formation requirement has been met. If so, it will update the committee status as “Formed, department approval pending” and will notify the student, committee chair and the department.
5. CHANGE YOUR COMMITTEE MEMBERSHIP STATUS LATER

If you wish to change your response later (e.g. to decline an already accepted invitation, or vice versa), you may refresh (or re-load) the committee activity page, and you should then see that the status in the Manage column will have changed to “update” (instead of “respond”). By clicking the “update” link you will open the window shown above, but now it will give you an option to overwrite your previous response.

Upon dept sign-off and review, Graduate School Registrar (or Dean) will finalize the committee approval.
6. WORKFLOW OF COMMITTEE FORMATION

In case it is helpful to you, the diagram below shows the detailed activities and interactions among the user groups required to form a committee.