MANAGE THESIS/DISSERTATION COMMITTEE
Instructions for Graduate Students
Access from [Graduate School Website → Current Students Page → Graduate Academic Activities]

1. OVERVIEW:

These instructions describe how to form your thesis or dissertation committee, invite graduate faculty to become members, and share up-to-date information with the committee members and administrators. The online system involves the following four user groups:

<table>
<thead>
<tr>
<th>User Group</th>
<th>Roles in Thesis and Dissertation 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 the committee membership.</td>
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<tr>
<td>2. Committee Members</td>
<td>Committee members include committee chair, co-chair (optional), 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>
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<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>
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<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 the membership.</td>
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</tbody>
</table>

A graduate student will need to take the following steps for managing a thesis or dissertation committee:

- Invite new committee members
- Manage committee members:
  - Re-send invitation
  - Change the committee membership
  - Delete a committee member

To get an overview of the entire process, please review the workflow presented at the end of this report.
2. ACCESS TO THESIS/DISSERTATION COMMITTEE SITE:

Go to the Current Graduate Students page of the Graduate School website, at https://graduate.ua.edu/current-students/. Scroll to the bottom and click on Graduate Academic Activities. You should see this screen:

![Graduate Academic Activities](image)

Current students should use their MyBama login to access the system. Upon login, the following main activity listing page will appear:

![Main Activity Listing](image)

Clicking 2d. Thesis/Dissertation Activities, as highlighted above, will open the summary page for thesis/dissertation activities, as shown below. To form your committee, click the “manage” link on the first line.

![Thesis/Dissertation Activities](image)
3. INVITE COMMITTEE MEMBERS:

When you first open the main committee activity page, the list of committee members will be empty, since you haven’t added any faculty members yet.

If you have already submitted a paper-based “Appointment/Change of Master’s Thesis/Doctoral Dissertation Committee Form,” complete with the required initials from the committee members and departmental signature, please upload a scanned (PDF) version online, as noted below. If you do so, the system will let you bypass the invitation phase, and you may directly add Graduate Faculty as “active” committee members by clicking the “Add New Member” button, as shown below.

If you do not have a completed paper-based “Appointment/Change of Master’s Thesis/Doctoral Dissertation Committee Form,” click the button “Add New Member” to send an invitation email to each faculty member.
When you click “Add New Member,” you will see the screenshot below. First, select the category for the first member you will appoint, using the dropdown list next to “Member Type” – select Committee Chair, Co-Chair, Department Member, or External Member. You will then select the faculty member from the pre-populated Graduate Faculty list. Then click “Add Member.”

If you cannot find the faculty member in the list, please contact your department.

If you had previously uploaded your PDF committee form, when you click the button “Add Member” the system will directly add this faculty in your committee as an “active” member, bypassing the invitation email.

If you had not previously uploaded your PDF committee form, then the faculty member you have selected will be added as a “pending” member, and an invitation email will be sent to him/her, as shown below:

Email message sent to the faculty member:

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[GRADS-TD] Doctoral Dissertation committee
for
[TEST] TO
Dear [Name]

You are invited to serve as the Committee Member on [Name]'s Doctoral Dissertation Committee. Please respond to this invitation (accept/deny) from [ACADEMICS: b. Grad Faculty --> #2 Committee Activities] section in Graduate Administrative Services online.

For any questions, please contact us at graduate.school@ua.edu. Thank you.

- The University of Alabama Graduate School
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If you invite a committee member from another institution, he/she will receive a similar message, as shown below, except that the link to the login page will be different, since he/she does not have a MyBama login. Note that the external members must already have been approved for an active UA Graduate Faculty Status; otherwise, their names will not appear in the list. If you cannot find your external member’s name, contact your committee chair to see if that person has been approved as a UA Temporary Graduate Faculty member.

Email message sent to the external faculty member:

[GRADS-TD] Doctoral Dissertation committee for [TEST]

TO: [TEST]

Dear [TEST],

You are invited to serve as the External Member on [TEST]’s Doctoral Dissertation Committee. Please respond to this invitation (accept/decline) from [4A ACADÉMICS: 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@ua.edu. Thank you.

- The University of Alabama Graduate School
4. MANAGE RESPONSES FROM COMMITTEE MEMBERS

The committee management page provides a real-time snapshot of the status of your committee formation and allows you to resend invitations, delete members, or submit a request to change someone’s membership status in your committee.

- Resend invitation to a member who hasn’t yet responded.
- Delete member who hasn’t yet responded.
- Click “change” to request an update in the existing committee membership.

Upon dept sign-off, Graduate School will review and finalize the committee formation. Dept approval of the committee will be displayed here. Current committee status is displayed here.
5. RESEND INVITATION:

This form will help you manage members who have not yet responded to your invitation to join your committee. You may wish to resend the invitation as a reminder that the faculty member needs to Accept or Decline the invitation. If you click the “resend” link in the Manage Committee screen, (shown on the previous page), you will see the following “Resend Invitation” screen:

This reminder email will then be sent to the “pending” member:

Note that you may only resend invitations to those members listed as “pending,” meaning that they have not yet responded to the initial invitation to serve on your committee.

If faculty members continue not to respond to your invitation, you may need to contact them independently to make sure they are receiving your invitations, or you may need to consider an alternative method for contacting them.
6. DELETE A MEMBER:

You have an option to delete members from your committee list as long as the committee is not yet approved by the Graduate School. On the committee activities page (see section 4), you will see [delete] links in the last column for each committee member. Click the link to open a confirmation page, as shown below:

![Delete Committee Member dialog box](image)

Click the [delete] button to delete the committee member. Please note: once deleted, you cannot “undelete” that member; to restore this person to your committee, you will need to re-add this member, which will then send the invitation email again.
7. CHANGE MEMBER TYPE OR REMOVE A MEMBER:

If your committee is not yet approved by the Graduate School, you may delete a member (see previous section) and then re-add with new membership type. However, if your committee is already approved by the Graduate School, and you wish to change an individual’s committee membership role (chair, co-chair, department-member, external member), or to remove a member, you will need to click the “change” link for that member, as shown in the screenshot below:
Once you click the “change” link, the “Request for Change of Membership” screen will open up - see below. On this screen the details of that committee member’s role are displayed, as well as the options to change membership type.

Once you select the change and hit the submit button, the system will not immediately change this faculty membership status; instead it will send a notification to your department approver, and then to the Graduate School, requesting approval of this change.

The following email is sent to the department regarding a change request:
8. 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.