Outside Member Necessities

**The Graduate School created the following rules for any outside member [OM] (employed outside of UoFU) on a supervisory committee [SVC]:**

1. Current Curriculum Vitae [CV]
	1. Needs to include any activities, papers, grants, within the last three years (2021+). It can also include the month/year that the CV was updated.
	2. Needs to have current employment title & institution.
	3. Needs to have date of the graduate degree and institution.
	4. Needs to have recent papers and grants.
2. Justification Letter [JLetter]
	1. Needs a short explanation (brief paragraph) that explains the OM experience and relevance towards student’s program/research.
		1. See examples on page 2
	2. Needs to be signed by the Director of Graduate Studies or the Department Chair.
	3. Needs to be on department or program letterhead.

**Special SVC Situations**

Tenure-line faculty who have left the UofU can be on committees for one year without a CV needed. Once that year has passed, the faculty can no longer be Chair and will need a CV and JLetter to stay on the committee as an outside committee member.

Justification Letter Examples:

**Example 1:** “We are aware that Trent Jaeger is not tenure-line through the School of Computing and the University of Utah; however, their expertise and knowledge would provide a great resource for the student. Dr. Jaeger is broadly interested in computer and network security, particularly improving the security of operating systems and software in general. The student’s work is related to improving the security of commodity operating systems and new directions for creating secure operating systems. Dr. Jaeger’s research closely aligns with the student’s thesis where they develop several frameworks to isolate parts of the operating system to improve the security and reliability. The department, the chair person, and Trent Jaeger have an agreement that they will complete their obligations to the student until the student has defended & submitted their dissertation”

**Example 2:“**We are petitioning to have Dr. Peter Fino to serve as chair of the PhD committee for Selena Cho (U1365862). Dr. Fino has over 5 years working as an Assistant Professor in the Department of Health and Kinesiology, and the Director of the Neuromechanics and Applied Locomotion Laboratory within the College of Health at the University of Utah researching gait and posture using force platforms, motion capture systems, and inertial sensors. Their research makes them one of the foremost experts in quantifying mobility impairments to guide rehabilitation in people with mild traumatic brain injury.

We feel that Dr. Fino will be able to guide the technical direction of Selena Cho’s project, furthering the understanding of using wearable sensors in biomechanics.”

**Example 3:** “Dr. Brian Collins is an expert in landslide hazards, rock mechanics, and engineering geology, with over 15 years of experience working with the U.S. Geological Survey Landslide Hazards Program. I chose to ask Dr. Collins to be a member of my Ph.D. committee because of his extensive experience working on landslide problems both in the field and using techniques including numerical modeling and remote sensing. My Ph.D. is focused on using passive seismic methods to characterize and monitor an unstable rock slope, and therefore I aimed for my committee to include a mixture of seismic, geomorphology, and landslide experts. I asked several department faculty members with seismic and geomorphology expertise to be on my committee, and I chose Dr. Collins as my external committee member to serve as a landslide and rock mechanics expert.”

**Example 4:** “Daniel’s Ph.D. project greatly benefits from input from Dr. Downey, based on his expertise in seismology and his unique association with Sandia National Laboratories as a funding and collaboration partner. In addition to being an accomplished seismologist, Dr. Downey provides specific guidance on the application of Daniel’s research to the funding goals established at Sandia National Laboratories. Sandia has and continues to provide funding for Daniel’s R.A. While there is latitude in the nature of research and no restrictions on publication, the research needs to meet the funding goals of Sandia and Daniel’s results need to be communicated back to Sandia and their partners.”

**Example 5:** “This outside member was select for her work as a Research Director, where she works with collaborative research projects for educational programs and local Neonatal Intensive Care Unit, and directs assessment and research for program improvement. Responsible for IRBs for Human Subject Research, training, presentations and consultation.”