

Procedures for the Selection and Approval of Advisory Committee Members for Graduate Students in the EEES Department

(Effective Start Date – January 1, 2026)

Background

Graduate Advisory Committees have several functions, including:

- supervising and approving coursework to satisfy academic requirements of graduate programs in the EEES Department,
- supervising and approving thesis research, non-thesis projects, or dissertation research to satisfy academic requirements of graduate programs in the EEES Department,
- administering and evaluating exams required by graduate programs in the EEES Department, and
- making recommendations to the Graduate School for awarding graduate degrees in the EEES Department.

All graduate students must have a major advisor who acts as the chair of their Graduate Advisory Committee. The major advisor/committee chair must be a Graduate Directing Faculty who is assigned to the EEES Department. Other Advisory Committee members are selected by the graduate student together with their major advisor/committee chair. If desired, an Advisory Committee co-chair may be selected.

In the EEES Department, the composition of a potential Graduate Advisory Committee typically falls within one of three possible categories:

1. All potential committee members are assigned to the EEES Department and have Graduate Advising or Graduate Directing faculty status. *See Section 1 for the procedure that graduate students will follow.*
2. A potential committee member is a Clemson University faculty or employee but is not assigned to the EEES Department. *See Section 2 for the procedure that graduate students will follow.*
3. A potential committee member is not a Clemson University employee. The Graduate School defines such individuals as **external committee members** as described below:

Persons not employed by the University: Certain non-employees may serve on student advisory committees. External individuals (e.g., tenure-track faculty at other institutions, scholars employed in industry or other non-academic venues, etc.) who hold graduate advising faculty status, and are active scholars in an area relevant to the thesis or dissertation, may serve as a committee member. External committee members may not serve as Chair of the student advisory committee.

See Section 3 for the procedure that graduate students will follow.

More information about Advisory Committee composition and selection, as well as helpful hints, is available at the Graduate School website (<https://www.clemson.edu/graduate/academics/plan-of-study.html>). Note that the EEES Department has additional requirements for members serving on Graduate Advisory Committees which can be found in the Graduate Guides at <https://www.clemson.edu/cecas/departments/eees/students/advising.html#handbooks>.

Procedures for Graduate Students in the EEES Department

1. All Committee Members to be selected are approved Graduate Directing or Advising Faculty in the EEES Department

- 1.1. Graduate student identifies a potential committee chair from the EEES Department who agrees to serve in that capacity.
- 1.2. Graduate student and proposed committee chair together decide who else to invite from the EEES Department to serve on the advisory committee.
- 1.3. The graduate student provides the proposed list of committee members to the Graduate Student Services Coordinator (Barbara Smith), who will verify that the selected individuals are eligible to serve on the advisory committee. If necessary, Barbara will contact the Graduate Program Coordinator for assistance to verify an individual's eligibility to serve on the committee.
 - 1.3.1. If a proposed committee member is not eligible, Barbara will notify the graduate student who will need to return to either step 1.1 or 1.2 as appropriate.
 - 1.3.2. If all proposed committee members are eligible, Barbara will notify the graduate student and the Graduate Program Coordinator. The graduate student will then initiate selection of their approved committee at the Graduate School website (https://media.clemson.edu/graduate/website/files/pdfs/gs2_committee_new.pdf). If an approved committee member's name does not appear on the Graduate School list, the graduate student will need to contact Barbara who will add the approved individual's name to the selection list.
- 1.4. If deemed necessary, the Graduate Program Coordinator will consult with the EEES Department Chair about any decisions to be made. The Chair, in turn, may decide to bring the topic to a vote in an EEES Department faculty meeting.

2. A Committee Member to be selected is NOT in the EEES Department but IS a Clemson University employee

- 2.1. Graduate student identifies a potential committee chair from the EEES Department who agrees to serve in that capacity.
- 2.2. Graduate student and proposed committee chair together decide who else to invite to serve on the advisory committee, including someone who is a Clemson University employee but who is not from the EEES Department.
- 2.3. The graduate student provides the proposed list of committee members to the Graduate Student Services Coordinator (Barbara Smith).
 - 2.3.1. Barbara will verify that the selected individuals from the EEES Department are eligible to serve on the advisory committee. If necessary, Barbara will contact the Graduate Program Coordinator for assistance to verify an EEES individual's eligibility to serve on the committee.
 - 2.3.2. Barbara and the Graduate Program Coordinator together will verify the non-EEES individual's eligibility to serve on the committee.
 - 2.3.2.1. If the non-EEES individual has Graduate Faculty Advising or Directing status in an appropriate academic department at Clemson University, then that faculty member can be approved to serve on the graduate student's advisory committee. Note that a memo or email from the proposed committee chair may be required to justify why the non-EEES individual's expertise is needed for the advisory committee.
 - 2.3.2.2. In some rare situations, a potential committee member may not have Graduate Faculty Advising or Directing status in an appropriate Clemson University academic department or may not be affiliated with any academic department at the University. For these rare situations, a memo or email from the proposed committee chair will be required to justify why the non-EEES individual's expertise is needed for the advisory committee. A current CV highlighting the non-EEES individual's academic degrees, professional experience, evidence of scholarship pertinent to the advisory committee's needs, etc., must be provided as part of the justification.
 - 2.3.3. If any proposed committee member is deemed not to be eligible for the advisory committee, Barbara will notify the graduate student who will need to return to either step 2.1 or 2.2 as appropriate.
 - 2.3.4. If all proposed committee members are deemed eligible, Barbara will complete a Graduate Faculty form and notify the graduate student and the Graduate Program Coordinator. The graduate student will then initiate selection of their approved committee at the Graduate School website (https://media.clemson.edu/graduate/website/files/pdfs/gs2_committee_new.pdf). If an approved committee member's name does not appear on the Graduate School list, the graduate student will need to contact Barbara who will add the approved individual's name to the selection list.
- 2.4. If deemed necessary, the Graduate Program Coordinator will consult with the EEES Department Chair about any decisions to be made. The Chair, in turn, may decide to bring the topic to a vote in an EEES Department faculty meeting.

3. A Committee Member to be selected is NOT a Clemson University employee

- 3.1. Graduate student identifies a potential committee chair from the EEES Department who agrees to serve in that capacity.
- 3.2. Graduate student and proposed committee chair together decide who else to invite to serve on the advisory committee, including someone who is NOT a Clemson University employee (i.e., an individual who will serve as an **external committee member**).
- 3.3. The graduate student provides the proposed list of committee members to the Graduate Student Services Coordinator (Barbara Smith).
 - 3.3.1. Barbara will verify that the selected individuals from the EEES Department are eligible to serve on the advisory committee. If necessary, Barbara will contact the Graduate Program Coordinator for assistance to verify an EEES individual's eligibility to serve on the committee.
 - 3.3.2. Barbara and the Graduate Program Coordinator together will verify the proposed external committee member's eligibility to serve on the committee.
 - 3.3.2.1. A memo or email from the proposed committee chair will be required to justify why the proposed external committee member's expertise is needed for the advisory committee. A current CV highlighting the individual's academic degrees, professional experience, evidence of scholarship pertinent to the advisory committee's needs, etc., must be provided as part of the justification.
 - 3.3.2.2. The Graduate Program Coordinator will consult with the EEES Department Chair about the qualifications, expertise and necessity of having the proposed external committee member. The Chair may decide to bring the topic to a vote in an EEES Department faculty meeting.
 - 3.3.3. If any proposed committee member, including the external committee member, is deemed not to be eligible for the advisory committee, Barbara will notify the graduate student who will need to return to either step 3.1 or 3.2 as appropriate.
 - 3.3.4. If all proposed committee members are deemed eligible, Barbara will notify the graduate student and the Graduate Program Coordinator. The graduate student will then initiate selection of their approved committee at the Graduate School website (<https://www.clemson.edu/graduate/academics/forms-and-requests/external-member.html>).
 - 3.3.5. Upon receiving email approval from the Graduate School on their external committee member request, the graduate student must forward that email to Barbara. Barbara will then send the graduate student an External Committee Member Selection form with instructions for completing the form. Upon receipt of the completed form from the graduate student, Barbara will add the approved external committee member's name to the EEES Department's selection list. If any other approved committee member's name does not appear on the Graduate School list, the graduate student will need to contact Barbara who will add the approved individual's name to the selection list.
- 3.4. After an external committee member has been approved the first time to serve on a graduate student advisory committee, that external member's name will continue to be available on the Department's selection list of approved committee members. Future requests for that individual to serve on a new committee will follow the procedure described above, except that a new CV will not necessarily be required nor will the Graduate Program Coordinator necessarily need to consult with the Department Chair about the external committee member's qualifications and suitability for serving on the future advisory committee.