

APPENDIX C

DEFENSE COMMITTEE MATRIX FOR Ph.D. STUDENTS

Link to GSAS Approved Faculty: <https://gsas.columbia.edu/student-guide/dissertation/doctoral-dissertation-advisors>.

INSIDE POSITIONS*:

Defense Moderator: GSAS approved and must be a part of the candidate's academic department**.

Dissertation Advisor: a Teachers College faculty member whose primary appointment is in the candidate's academic department**. They are also a part of your dissertation proposal committee and must be GSAS approved. Once selected, this person will not change. If there is a special circumstance, they can be changed by submitting the [Dissertation Advisor Change form](#).

Third Examiner: Must be GSAS approved, was a part of the candidate's dissertation proposal committee and must be a part of the candidate's academic department**

OUTSIDE POSITIONS:

Fourth and Fifth Examiners: A minimum of one (1) of these committee members must be a faculty member from outside TC (e.g., Columbia, Barnard, NYU, etc.). Neither of these members are required to be a GSAS Approved faculty member. One of them can be from the student's academic department, but typically they are at least from outside of the academic program. Any member on the Dissertation Proposal Committee that is not GSAS Approved must be moved to this area for the final oral defense.

NOTE: Requests for non-TC/CU faculty must be sent via e-mail to ODS as noted below.

* Candidates with two member dissertation proposal committees can have the second member serve in any position except Advisor. If they are not GSAS approved they must serve in one of the two outside examiner positions.

Candidates with three member dissertation proposal committees can have the second and third member serve in any position except Advisor. If one or both are not GSAS approved they must serve in one or both of the two outside examiner positions.

** Faculty from GSAS cognate program are not considered from within the department (e.g., GSAS Anthropology faculty are not considered ITS department faculty)

Requesting Exception Petitions:

Under unusual circumstances, a candidate may petition an exception to:

1) Have a member from outside the academic department serve in one of the three Inside positions. This petition must come from the Dissertation Advisor to ODS.

Request for exception template:

I am submitting a request for an exception to GSAS defense committee policies for the defense of [name of student]. Professor [Name] (or Professors if multiple) is(are) ideally suited to serve on this student's defense committee because [*examples of possible reasons*: their subject matter/discipline is relevant to the defense topic; they have worked with the student previously; they are considered an expert in the subject matter of the student's defense; the student is investigating a topic on which this professor has conducted extensive research; etc]. As the student's advisor, I support this recommendation.

Note: The petition needs the review and approval of the Dissertation Advisor and then the Dean of GSAS submitted by ODS. If the Dissertation Advisor is the position that is the exception, then the Department Chair must submit the petition.

2) Have a member from outside of TC or CU sit in one of the two outside positions.

The petition is submitted by the Dissertation Advisor with a copy of the member's CV to the Manager of ODS. GSAS requires they must be a faculty member, clinician, or practitioner who holds a position at another university or research institution. Emeritus faculty may not serve on a candidate's committee with the exception that they were still working when initially added to the committee and after retirement they chose to continue to work with the candidate

Note: Candidates are encouraged to submit exception requests as early as possible to facilitate and confirm dissertation committee creation.

Example of Acceptable Final Defense Committee

Candidate Name: A. Smith

Department: Arts & Humanities (A&H)

Program: Teaching of Social Studies (A&HW)

Defense Moderator, Dissertation Advisor, and Third Member: GSAS Approved Faculty

Department: A&H Faculty member

Fourth and Fifth Members: Do not have to be GSAS Approved, but can be

Department: One must be from outside TC. Other can be from A&H, but not A&HW