

***GSPH Milestone Committee Composition Requirements - August 17, 2005 (see revision to MPH Essay below revised 1/07 by the EPCC)***

**General Notes Regarding All Committees**

1) Each department in the GSPH maintains a list of “core educational faculty.” These are defined as faculty of the University of Pittsburgh who are heavily involved in the educational mission of the department as demonstrated by at least some of the following: teaching courses or having significant involvement in courses led by others; participating on a routine basis in journal club; mentoring students in independent studies and masters essays; serving on curriculum committees; and serving on examination or dissertation committees. Faculty with primary appointments in the department are automatically considered core faculty. The core faculty lists are kept on record with the Office of Student Affairs and updated periodically. The departments bear the responsibility of meeting with core faculty once a year to update them on any changes in policy or procedures, and to provide them with academic program manuals.

2) Research associates *who are involved in the educational program of the department* may be listed as core faculty and allowed to serve on all committees at departmental discretion.

3) All rules below are intended as school-wide minimum standards; individual departments are free to implement more stringent requirements.

**PhD Qualifying Exam**

- The committee must consist of at least three people.
- The committee chair must be on the core faculty list of the student’s department.
- Half or more of the members must be on the core faculty list of at least one GSPH department.
- Half or more of the members must be Graduate Faculty of the University of Pittsburgh.
- There must be at least one member who is not on the core list of the student’s department.

**PhD Comprehensive Exam**

If the comprehensive exam is a dissertation proposal, then the rules for the dissertation committee apply. If the comprehensive exam is separate from the dissertation proposal, then the rules for the comprehensive exam committee are the same as those for the qualifying exam committee.

**PhD Dissertation Committee**

- The committee must consist of at least four people.
- At least two members must be on the core list of some GSPH department.
- The majority of members must be Graduate Faculty of the University of Pittsburgh.
- There must be at least one member who is not on the core list of the student’s department.

**MS Comprehensive Exam**

The rules are the same as for the PhD qualifying exam.

**MS or MPH Thesis Committee**

- The committee must consist of at least three people.
- Half or more of the members must be on the core faculty list of at least one GSPH department.
- Half or more of the members must be Graduate Faculty of the University of Pittsburgh.
- There must be at least one member who is not on the core list of the student’s department.

This is the same as the rules for the MS comprehensive exam, except that the thesis committee chair need not be on the core list of the student’s department.

**MPH Essay---revised 1/2007 by the Educational and Policies and Curriculum Committee (EPCC)**

- The committee must consist of at least two people.
- There must be members with primary appointments in at least two different University departments.
- There must be at least one member who is on the core list of some GSPH department.

**DrPH**

Rules for composition of all committees are the same as for the PhD, except that all committees must have a majority of members who are on the core list of at least one GSPH department.