

## **Advisory Committees**

### **Committee Member Composition**

*Minimum:*

- Supervisor (+ co-supervisor if applicable)
- Chair (Pharm)
- Member (Pharm)

*Additional Members*

- Additional Members (Outside Pharm) are allowed

### **Committee Assignment**

- Grad Coordinator requests suggestions from supervisor(s)
- Grad Coordinator assigns chair and member based on supervisor suggestion and in balancing workload across faculty members

### **Committee Responsibility**

- Provide support and guidance for student throughout graduate training
- Should be available for questions outside of meeting times
- Must make time to meet twice per year

### **Timing**

- Fall (Deadline: Nov. 31<sup>st</sup>)
- Spring (Deadline: May 31<sup>st</sup>)
- All faculty must make every effort to make themselves available and to attend meetings

### **Sabbaticals/Leaves**

- Committee meetings will still be held in the absence of a single committee member
- If possible, faculty that are away can videoconference to meeting.

### **Scheduling Meetings**

- Students responsible for scheduling (e.g. sending around doodle poll, 2-4 weeks in advance)
- Grad Secretary will book room and notify committee members

### **Format of Meetings**

- Written report to be provided to all members before the meeting (~1 week)
- Presentation at start of meeting (~15-20 minutes)
  - Brief summary of progress to date (courses taken, number of abstracts/papers, etc.)
  - Research presentation
  - Timeline for next objectives/completion

- (If student just presented at research day parts of presentation can be used with a focus more on the results/challenges/questions/timeline.)
- Committee meetings should last 45-60 minutes
  - Feedback about research & progress in program
- Advisory Committee Form
  - Form is filled in by chair during the meeting
  - Form is signed by all in attendance
  - Form is submitted to graduate secretary