PROCEDURE TO HAVE NON-REGULAR MSU FACULTY, ACADEMIC SPECIALISTS, AND NON-MSU INDIVIDUALS SERVE ON GRADUATE STUDENT COMMITTEES

The following materials must be submitted as a complete packet:

1. Letter of request from Department Chair/School or Program Director, with supporting signature from the Dean or Graduate Associate Dean of the college, to the Dean of the Graduate School, requesting that the individual serve on any student committee in that department or for a specific student and why the person is appropriate (e.g. special expertise). Only in very special circumstances will a person be approved to serve as a chair for an individual student (not blanket approval). Please provide extra justification for service as a guidance committee chair.

2. Letter from the individual summarizing his/her background and qualifications to serve as a member of a graduate student committee.

3. Copy of the individual’s vita and individual’s email address.

4. Two letters of reference that speak to the individual’s qualifications to serve on graduate student committees. One letter may be from an MSU faculty member, but at least one letter must be from an external source.

NOTE: From Academic Programs, Planning a Doctoral Program and Appointment of a Guidance Committee: http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s394

In general, no more than 1 non-regular faculty member may serve on a Master’s committee, and no more than 2 on a doctoral committee.

Department/Colleges may only request additional approval for their own graduate programs. There are no blanket approvals to serve across campus. Additional departments that request individuals already approved do NOT need to send the entire packet of information; only the names plus college approval is needed.

PLEASE SUBMIT COMPLETE PACKET TO:

Karen Klomparens, Dean
The Graduate School
Chittenden Hall Room 212
466 W. Circle Drive, East Lansing MI, 48824