

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 or for a specific student and why the person is appropriate (e.g. special expertise)
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.

PLEASE SUBMIT COMPLETE PACKET TO:

Karen Klomparens, Dean
The Graduate School
110 Linton Hall
Campus