

Special Member Request Form

Most committee members must be current University of Arizona tenure-track faculty members. If a student would like to have someone on a committee who is not a current tenured or tenure-track faculty member, a special member request must be submitted to the Graduate College. The special member must have the equivalent degree as the degree the student is seeking.

- Master's Thesis - The minimum is 3, at least 2 of whom must be tenure-track (or approved as equivalent).
- Dissertation Committee - Although many departments require 4 or 5 dissertation committee members, the Graduate College requires only a minimum of 3 faculty. All three must be tenure-track (or approved as equivalent).
- Comprehensive Examination Committees - Committees must have a minimum of 4 members (3 from the major and one from the minor). The major advisor must be tenure-track (or approved as equivalent); all others must be either tenure-track or approved as Special Members.

Attach a current resume or CV for the special member to this form and submit to the major advisor for approval. After receiving approval, submit completed form to the Graduate Program Coordinator for final approval and submission.

Student's Information:

Student Name: _____

Student's Degree Program: _____

Committee Member Requested:

Name: _____

Place of Employment: _____

Position Title (include Emeritus in title if appropriate): _____

Highest Degree Attained: _____ Academic Field of Highest Degree: _____

Service Request:

Special Requests for Chair or co-chair

Current, continuing full-time UA faculty who are NOT tenured or tenure-track may be granted permission to chair or co-chair committees by exception. Non UA faculty may, under special circumstances, co-chair committees. Will the student be requesting this exemption? _____

Length

One Time - Committee member for one student _____

Five-year - General request to serve on all committees _____

Approvals:

I certify that the above named person has the expertise in the discipline and the willingness to mentor students in the requested capacity.

Student's Major Advisor

Date

Director

Date

Student's Major Advisor Name (printed)