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)