College of Biological Sciences Graduate Programs

**External Committee Member Request Form**

Experts outside of the University of Minnesota who do not hold any faculty appointments at the University are eligible to serve on your advisory and examination committees, except in the roles of advisor or chair. An outside member must bring scientific expertise to your committee that cannot be found among the faculty at the University of Minnesota. See [UMN policy](https://policy.umn.edu/education/gradexamcommittee).

**To request an external faculty member for your committee, you and your advisor complete and email to your Director of Graduate Studies and Graduate Program Coodinator:**

1. this form;
2. the proposed external committee member's curriculum vitae;
3. an acknowledgement form from the prospective external committee member of the requirements and expectations of external committee members; and
4. a letter from you (no more than one page) with a very brief summary of your project and an explanation of why there is a need for the particular expertise that the external committee member would bring to the project and how significant that need is.

**STUDENT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Last name | First name | Date |
| Student ID# | UMN email address | Phone number |
| Advisor(s) | Program | Degree objective |

**EXTERNAL COMMITTEE MEMBER INFORMATION**

|  |  |  |
| --- | --- | --- |
| Last name | First name | Date of birth |
| Affiliation | email address |  |
| Current mailing address | | |
| End date for this appointment (should be at least five years) | | |

**REASONS FOR REQUESTING THIS EXTERNAL COMMITTEE MEMBER**

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| --- |
| SAMPLE TEXT:  Appointment of Dr. X to graduate committee of student X  I would like to request approval to appoint Dr. X to the graduate committee of student X, doctoral student in the X Graduate Program. Dr. X is working extensively with student X, in collaboration with me and student X’s other doctoral committee members (list the committee members).  Student X is conducting research related to understanding ABC. For this purpose, Dr. X provides a unique skillset by being able to … . Dr. X’s expertise in … and his/her extensive experience in … make him/her an ideal candidate to assist student X in the development of his/her research project.  Important additional information to include:   * how much of the student's project involves the technique in which the outside person has expertise; * what this outside person is bringing to the project and how this will indeed benefit the student; and * how this outside person has expertise in areas that are not present at the University of Minnesota. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Student’s signature |  | Date |  |  |  |  |
| Advisor’s signature |  | Date |  | Co-Advisor’s signature (if applicable) |  | Date |
| DGS’s signature |  | Date |  | Additional DGS’s signature (if applicable) |  | Date |

|  |  |  |  |
| --- | --- | --- | --- |
| **For college use only** |  |  |  |
| **\_\_\_\_approve \_\_\_\_do not approve** |  |  |  |
|  | Signature |  | Date |
| **Comments:** |  |  |  |