Appendix 6.1 (new Fall 2011)  Adding a Non-Msu committee Member

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.

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

*Note: Anyone outside MSU will be considered and additional committee member. Students still need 3 MSU Anthropology faculty committee members, and 1 MSU faculty member outside Anthropology.