

College of Graduate Studies San Diego State University 5500 Campanile Drive San Diego CA 92182 • 8220 0: 619 594 - 5213 F: 619 594 - 0819 grad.sdsu.edu

Permissible SDSU Master's thesis committee member affiliations

	Chair	Co- Chair	2 nd	3 rd	4 th +
SDSU Tenured / Tenure Track	√	√	✓	√	√
SDSU Emeritus, FERP, Lecturer or Adjunct ¹	‡	√	√	√	✓
No current SDSU affiliation ²					√

¹ Current SDSU lecturers and SDSU Adjunct Faculty can be approved for committee service if the petition on page 2 is filed and approved.

- ² Individuals with no current SDSU affiliation may serve as 4th (or higher) committee member <u>if</u> they are appointed as volunteers through HR (contact department or school coordinator) <u>and</u> the petition on page 2 is filed.
- ‡ Emeritus faculty, FERP faculty, lecturers and adjunct faculty may co-chair a Master's thesis committee, but may not be the Chair. Only active Tenured / Tenure Track faculty may chair committees, except in highly unusual circumstances. The Graduate Advisor must directly contact Graduate Studies <gra@sdsu.edu> to petition for a rare exception.

"Outside" faculty

Graduate Council highly recommends that each Master's program maintain a list of participating graduate faculty who are approved to serve as thesis chairs or second members. Criteria for this list are set by the graduate advisor. In the simplest case, the Master's program is located squarely within an academic Department of School, and all home Department/School faculty are Master's degree faculty. The online Catalog's page for each Master's degree may be a good place to publicly post the current list of committee-eligible faculty.

To promote parity and objective standards across all master's programs, Graduate Council highly recommends that the third committee member be an "outside" SDSU faculty member who is not a member of the degree program's graduate faculty list. Each Master's program may create an "outside" member policy that is appropriate for their field of study.

It is also highly recommended that "outside" faculty only co-chair Master's thesis committees, and not act as Chair.

SDSU Lecturers, SDSU Adjunct Faculty and no current SDSU affiliation must complete the petition on Page 2



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Petition for SDSU Lecturers, SDSU Adjuncts, and Non-SDSU Outside Experts to Serve on Master's Thesis Committees

Stu	<u>ident</u>							
N	Name	EMPL ID #	Gradua	te Program				
s	Signature	Date	Expecto	Expected graduation date				
New committee member: Please acknowledge the following I have attached a current CV or resume. I am willing to serve this student until the graduation date above, in a manner that has been agreed upon. I have attached a supporting letter from the Graduate Advisor, verifying relevance for the committee and current knowledge in a relevant field. I understand that thesis committee service is not associated with teaching workload credit, unless otherwise assigned by the department Chair, school director or academic college Dean.								
	Name Signature	EMPL ID #	A	Active SDSU lecturer Active SDSU adjunct No SDSU affiliation				
Ap	proval for Master's Thesis Co	ommittee Service						
	Department Chair: Name	Signature	Date	Request blanket approval for additional committees until:				
	Graduate Advisor: Name	Signature	Date	Maximum 5 years Dean approves until:				
G	raduate Dean or Designee	Signature	Date					

<u>Doctoral Dissertation Committee Service</u>

The doctoral program director must approve doctoral faculty to serve on dissertation committees per the program's policies, and initiate the formal request.