

## Permissible SDSU Master’s thesis committee member affiliations

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

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

<sup>2</sup> **Individuals with no current SDSU affiliation** may serve as 4<sup>th</sup> (or higher) committee member if they are appointed as volunteers through HR (contact department or school coordinator) and 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](mailto:gra@sdsu.edu)> to petition for a rare exception.

### Participating vs. “outside” faculty on a Master’s thesis committee

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 a SDSU faculty member who is “outside” the graduate program (= not in 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

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

Name	EMPL ID #	Graduate Program
Signature	Date	Expected graduation date

New Committee Member: Please Acknowledge

- I am willing to serve this student until the graduation date above, in a manner that has been agreed upon.
- I understand that thesis committee service is not associated with teaching workload credit, unless specifically assigned by the department Chair, school Director or academic college Dean.

Name	EMPL ID #	Active SDSU lecturer Active SDSU adjunct No SDSU affiliation
Signature	Date	

Department/School and Graduate Program Approval

Department Chair or School Director: Name	Signature	This colleague approved for this committee only	All committees until: _____ Expiration date, max. 5 years
Master's Program Graduate Advisor: Name	Signature		

Submission by Graduate Advisor

Coordinate completion of this Petition in Adobe Acrobat by each party. Signature fields are unlikely to function in a web browser.) *Note: For doctoral committees, the doctoral program director must initiate a separate request.*

Upload this Petition as part of the "Appointment of Thesis/Project Committee Packet" OnBase submission. Two additional documents will be required:

1. Letter of support from Graduate Advisor, verifying relevance and current knowledge in a relevant field
2. Current CV or resume for the new committee member

If you use the pdf "Thesis Committee Packet" instead of the OnBase form, email <gra@sdsu.edu>. Attach to one email all documents associated with the Committee Packet, and all documents associated with this Petition.

Graduate Studies Approval

Graduate Dean or Designee Signature	Date	Blanket approval for all committees until: _____ Date
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