

## 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 or SDSU FERP	‡	✓	✓	✓	✓
SDSU Lecturer <sup>1</sup> or SDSU Adjunct <sup>1</sup>	‡	✓	✓	✓	✓
No current SDSU affiliation <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.

‡ Only active Tenured / Tenure Track faculty may chair committees, except in highly unusual circumstances. Emeritus and FERP faculty may continue to chair thesis committees if approval was obtained prior to the faculty status change. Otherwise, Emeritus, FERP, lecturers and adjunct faculty may *Co-Chair* a Master’s thesis committee, but may not be the Chair. Graduate Advisors may petition for a rare exception (Emeritus, FERP, lecturer or adjunct faculty to act as Chair) by emailing Graduate Studies <gra@sdsu.edu>.

### 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**

*Note: This is a Master’s committee petition. Doctoral committee requests are made by the doctoral program director using a different process.*

## Petition for Master's Thesis Committee Exception

### 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 #

\_\_\_\_\_  
Signature Date

Active SDSU lecturer
Active SDSU adjunct
No SDSU affiliation

### Department/School and Graduate Program Approval

\_\_\_\_\_  
Department Chair or School Director: Name Signature

\_\_\_\_\_  
Master's Program Graduate Advisor: Name Signature Date

We approve for this committee only	We request approval for all committees until _____ Maximum 5 years
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### Submission by Graduate Advisor

Coordinate completion of this Petition. Each party will need to use Adobe Acrobat, since the signature fields are unlikely to function within a web browser. Upload the completed 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

### Graduate Studies Approval

\_\_\_\_\_  
Graduate Dean or Designee Signature Date

Blanket approval for all committees
until: _____ Date