

Instructions for External Committee Member Form

On October 24, 2024, AECAP/MECAP adopted additional qualifications for external committee members because of concerns raised by faculty. These qualifications are listed below:

1. The external committee candidate must have experience or expertise relevant to the thesis or dissertation topic.
2. The external committee candidate must have earned their Ph.D. a minimum of three years ago
3. The external committee candidate has no conflicts of interest with the exam, specifically grant sponsors, family members, former spouses, relatives of the student or committee members, [and anyone currently financially supported by the supervising professor.](#)

When submitting the external member request to AECAP/MECAP, in addition to the external member candidate's CV, the applicant should include the following information in the text box on the external committee member form in addition to what is required by the graduate school:

1. In the text box, the committee chair should include a statement outlining how the external committee candidate's background is relevant to the thesis or dissertation being defended.
2. In the text box, the committee chair should include the following statement verbatim: "The external committee candidate has no conflicts of interest with the exam, including grant sponsors, family members, former spouses, or relatives of the student and committee members."

GRADUATE SCHOOL

NOMINATION FOR SPECIAL OR EXTERNAL MEMBERSHIP IN THE GRADUATE FACULTY

This nomination form and supporting materials is to be used only for nominations for External or Special membership in the Graduate Faculty. It requires approval via signature of the Chairman of the Graduate Studies Committee and final approval by the Office of Graduate Studies. This form **MUST** be accompanied with the nominee's vita.

Nominee Name:

Nominee Title/Rank: _____

Please list relevant primary and secondary areas of research and graduate level teaching competence

TYPE OF NOMINATION (use check boxes to indicate type of nomination)

Special Membership in the Graduate Faculty: Special membership is to be used for visiting or part-time faculty, tenure track "all but dissertation" faculty, non-tenure stream faculty who are not eligible for Full Membership, and other qualified persons serving in non-faculty positions. Membership remains valid until person is no longer affiliated with UTA and must be renewed.

First nomination for Special Membership

Renewal of Special Membership

Date of Initial Nomination for Special Membership

External Membership in the Graduate Faculty: External membership is for experts in a field who are not employees of UTA. These persons are entitled to serve on a thesis or doctoral committee for a particular student. This appointment is valid only for that student and expires when work on the student's committee is complete.

Name of student who will have the
nominee on his/her committee:

Student ID Number

Required: By signing below, the Chair of the student's thesis/dissertation committee indicates they believe the nominee for External Membership has expertise relevant to the student's thesis/dissertation and should be approved to serve as an External Member of the student's Committee.

Signature of Chair of the Thesis or
Dissertation Committee

Required: Signature of Committee on Graduate Studies Chair approving Special or External Member nominations.

Signature of Committee on
Graduate Studies Chair

Name of Department Contact Person

Contact Person Email

Please send completed form and nominee's vita to the Graduate School at graduate.studies@uta.edu

Graduate School use only:

Approved

Denied

Signature, Graduate School