



## Graduate Committee Service Approval Form

Virginia Tech faculty members (e.g., Clinical, Collegiate, Extension, Research, Professor of Practice, and Tenure-track ranks as defined in the Virginia Tech Faculty Handbook) may, based on their credentials, experience, and scholarly activity, be recommended as Graduate Program Faculty for service as Chair, Co-Chair, or Member on graduate advisory committees. Graduate Program Faculty are expected to constitute 2/3 of the committee membership.

Other individuals, including retired Virginia Tech faculty members, Virginia Tech employees (e.g., Research Scientists, Administrative/Professional Faculty, Instructors), and non-Virginia Tech employees (such as Adjunct Faculty), can be recommended for service as Members, or under certain circumstances as Co-Chairs, on graduate advisory committees, based on terminal degree/professional experience, scholarly activity, and potential to enrich a student's program. These individuals may not constitute more than 1/3 of the committee membership.

Your email address will be recorded when you submit this form.

Not [wrhuckle@vt.edu](mailto:wrhuckle@vt.edu)? [Switch account](#)

\* Required

Requestor's Name \*

(typically Graduate Program Coordinator)

Your answer

Requestor's VT Graduate Degree Program \* *[Pull-down menu with existing VT graduate degree programs]*

Choose

Proposed Member's Affiliation \*

*[Choose one based on proposed member's employment status; form will take you to the appropriate next steps]*

- Virginia Tech Faculty Member (Clinical, Collegiate, Extension, Professor of Practice, Research, Tenure-track)
- Non-Virginia Tech Employee / Non-faculty Virginia Tech Employee / Retired VT Faculty Member

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\* Required

### Virginia Tech Faculty Member

The listing below is for individuals who are Virginia Tech faculty members. These individuals are recommended by their academic units to serve as Graduate Program Faculty members based on: having earned the terminal degree (or having gained equivalent professional experience) appropriate to the graduate degree program in question; maintaining a record of scholarly productivity; and showing evidence of successful involvement in graduate education within the previous five years.

Proposed Member Last Name \*

Your answer

Proposed Member First Name \*

Your answer

Proposed Member VT ID# \*

Your answer

Proposed Member VT email \*

Your answer

Proposed Member Appointment Type \*

Choose

*(Pull-down menu with choices of Clinical, Collegiate, Extension, Research, Professor of Practice, Tenure-track, and 'other' faculty ranks)*



If other, please explain

Your answer

Requested Committee Role / Degree Program (check all that apply) \*

- Masters - Chair
- Masters - Co-Chair
- Masters - Member
- PhD - Chair
- PhD - Co-Chair
- PhD - Member
- EdD - Chair
- EdD - Co-Chair
- EdD - Member

Advanced degrees held (include discipline, institution, and year earned) \*

Your answer

***[e.g., 'PhD Biology, UC-San Diego, 2002']***

Products of scholarly effort within the last 5 years (please list no more than 6 items) \*

- e.g.,***
- 1. Agarwal H, Terrés B (2021) 2D-3D integration of hexagonal boron nitride. Nat Commun. 12:1070***
  - 2. Miest TS, Sharma V (2021) Incidence and predictors of occult preoperative deep vein thrombosis. Can Urol Assoc J. doi: 10.5489/cuaj.6852.***
  - 3. Crandall SG, Ramon M (2021) A multiplex TaqMan qPCR assay for detection and quantification of P. cubensis Plant Dis. doi: 10.1094/PDIS-11-20-2339-RE.***
- Your answer

Experience with graduate education within the last 5 years (e.g., prior advisory committee service with numbers, roles, and degree being sought; graduate courses taught, etc.) \*

Your answer ***[e.g., 'Advised 5 PhD students as Chair, 3 MS as member; teach 3-credit grad level course each year']***

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Non-Virginia Tech Employee / Non-faculty Virginia Tech Employee / Retired VT Faculty Member

Programs also may recommend for committee service retired Virginia Tech faculty members, Virginia Tech employees (e.g., Research Scientists, Administrative/Professional Faculty, Instructors), and non-Virginia Tech-employed individuals such as Adjunct Faculty, who are qualified by terminal degree/professional experience and scholarly productivity and who, by inclusion, can provide specific expertise to enrich the student's program. These individuals may not constitute more than 1/3 of the committee membership.

Proposed Member Last Name \*

Your answer

Proposed Member First Name \*

Your answer

Proposed Member VT ID# \*

Please enter the full 9-digit ID# if possible. Google Forms is FERPA compliant. **If the proposed member does not have a VT ID, please answer "Need ID Generated" and one will be created for them.**

Your answer

Proposed Member's email \*

Your answer

Current Employer and Position Title \*



Your answer

*[e.g. 'Lawrence Livermore Laboratories, Senior Scientist']*

Other Employment History Relevant to Requested Committee Role

Your answer

*[e.g., 12 years in US Department of Energy]*

Advanced degrees held (include discipline, institution, and year earned) \*

Your answer

*[e.g., PhD Physics, University of Chicago, 1974]*

Products of scholarly effort within the last 5 years (please list no more than 6 items) \*

Your answer

e.g.,  
1. Agarwal H, Terrés B (2021) 2D-3D integration of hexagonal boron nitride. Nat Commun. 12:1070  
2. Miest TS, Sharma V (2021) Incidence and predictors of occult preoperative deep vein thrombosis. Can Urol Assoc J. doi: 10.5489/cuaj.6852.  
3. Crandall SG, Ramon M (2021) A multiplex TaqMan qPCR assay for detection and quantification of P. cubensis Plant Dis. doi: 10.1094/PDIS-11-20-2339-RE.

Experience related to graduate education within the last 5 years \*

Your answer

*[e.g., 'Hosted 5 PhD students from Cal Berkeley at Livermore labs']*

For proposed members who do not hold a related advanced degree or who have not had the prior opportunity for involvement with graduate education, please indicate the critical expertise or valuable perspective they would bring to students' training experiences.

Your answer

*[This item may be useful for non-faculty VT employees who nonetheless have valuable experience that would justify their committee membership]*

Requested Committee Role / Degree Program (check all that apply) \*

- Masters - Co-Chair
- Masters - Member
- PhD - Co-Chair
- PhD - Member
- EdD - Co-Chair
- EdD - Member



Please provide a brief statement explaining the proposed member's relationship to the requesting VT graduate program that justifies involvement on advisory committees. If requesting the role of Co-Chair, please identify the Chair of the committee and the student in question. As it is not typical for faculty outside of VT to act in the role of Co-Chair, please indicate what advantage would be gained, or what necessity satisfied, by the proposed individual serving in this role. There are a number of potentially compelling reasons for such an arrangement — an ongoing research collaboration or jointly-funded project, for example. \*

Your answer

***[This item will be useful for faculty members at institutions outside of VT, especially those justifying a Co-Chairing role, or for recently-relocated former VT faculty members who wish to continue supervising their former VT advisees to completion.]***

If Request is for One Time Service Only

Student Name

Your answer

Student VT ID Number

Your answer

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\* Required

### Program / Department Approval

Department Head or Program Director email for Approval \*

An email will be sent to your Department Head or Graduate Program Director for approval

Your answer

*[Enter the email address of the person in your degree program with the responsibility for approving proposed committee members and students' Plans of Study.]*

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# Graduate Committee Service Approval

Request #	Received
CSA-32	02/01/2021
<b>Masters Role(s)</b>	<b>PhD Role(s)</b>
<input checked="" type="checkbox"/> Masters - Chair <input type="checkbox"/> Masters - Co-Chair <input type="checkbox"/> Masters - Member	<input type="checkbox"/> EDD - Chair <input type="checkbox"/> EDD - Co-Chair <input type="checkbox"/> EDD - Member <input checked="" type="checkbox"/> PhD - Member

<b>Requestor's Name</b>	<b>Proposed Member</b>	<b>Affiliation</b>	<b>VTID</b>	<b>Email</b>	<b>Requestor's Graduate Degree Program</b>
Stan Frank	Milton Weeks	Virginia Tech Faculty Member	90#####	username@vt.edu	Biomedical & Veterinary Sciences

<b>Member's Functional Title</b>	<b>Member's Home Department</b>	<b>Member's Rank</b>	<b>Member's Appointment Type</b>
Associate Professor	Biomedical Science	Associate Professor	Teaching and Research Faculty

<b>Non VT Employer and Position Held</b>	<b>Advanced Degrees Held</b>	<b>Products of Scholarly Effort</b>
N/A	PhD English U Nebraska 1999	1 2 3 4 5

<b>5 PhD advisees</b>	<b>Experience with graduate education in the last 5 years</b>	<b>Explanation of the relationship to the program justifying involvement on advisory committees</b>
		Not requested from VT employees. See other credentials.

## Department Approval

<b>Department Approval Instructions</b>	<b>Virginia Tech Affiliation</b>	<b>Non-Virginia Tech Affiliation</b>
A request has been received to allow the individual listed as Proposed Member to serve as an advisor on a university graduate committee. Please review the instructions and the particulars of the individual recommended for service and indicate your department's approval or rejection of the recommendation.	An affiliation of Virginia Tech Faculty Member indicates the individual is a non-tenure-track faculty employee and is recommended for Program Faculty privileges on graduate committees based on their credentials and research activity. This individual would be counted as if they were tenure-track faculty in the department for the purpose of graduate committee membership (at least 2/3 of the committee members must be Graduate Program Faculty).	An affiliation of Non-Virginia Tech Employee indicates the individual is a Virginia Tech retiree or other individual not a current employee of Virginia Tech on a graduate committee under the terms and conditions below. This individual may not chair advisory committees. They would be counted as outside committee members and may not make up more than 1/3 of the committee.

<b>Disposition</b>	<b>Reviewer Title</b>	<b>Reviewer Comments - If rejected, please explain.</b>
Select Disposition	Choose your title	

**PLEASE NOTE:** In approving the proposed individual for graduate advisory committee service, the department signatory agrees to convey the Graduate School's Expectations for Graduate Study (<https://graduateschool.vt.edu/academics/expectations.html>) to the approved member. Appointment to the advisory committees of specific students is accomplished by filing the Plan of Study, as stipulated in the Graduate Catalog ([https://secure.graduateschool.vt.edu/graduate\\_catalog/](https://secure.graduateschool.vt.edu/graduate_catalog/)).

Submit Department Response