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? 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]

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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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 *
(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) *

Your answer

- e.g.,

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 *

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

Other Employment History Relevant to Requested Committee Role

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

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

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

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


Experience related to graduate education within the last 5 years *

[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.

[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.

*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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**PLEASE NOTE:** In approving this proposal individual for graduate advisory committee services, the department's signature agrees to convey the guidelines set forth in the Department's Graduate Student Manual. The student's advisor and graduate school must be involved in the approval process. If any questions arise, please contact the Graduate School or the student's advisor.

### Department Approval

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- **Approved**
- **Conditional Approval**
- **Denied**

### Reviewer Comments

- **Reviewer**
- **Date**

### Reviewer Comments - If rejected, please explain.

- **Reason for Rejection**

### Department's Approval

- **Department's Signature**
- **Date**

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### Please Verify

1. The student's advisor and graduate school must be involved in the approval process.
2. If any questions arise, please contact the Graduate School or the student's advisor.

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### Graduate Committee:

- **First Name**
- **Last Name**
- **Email**
- **Department**

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- **Department's Signature**
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