UMD Process for Inclusion of External (Non-University) members on Graduate Students’ Examining Committees

As part of the restructuring of graduate education, graduate faculty appointment categories were discontinued effective July 1, 2010. Among the resulting changes to the Graduate School’s role in the review and approval of graduate students’ examination committees is the shift in responsibility to the individual colleges for approving external (non-University of Minnesota) members as committee members.

Below is the interim process specific to UMD for one-time-only type of external member assignments related to the inclusion of external members on graduate students’ examination committees.

1. The DGS prepares the request to include an external member on a student’s examining committee by email to Director of Graduate Education (copy Graduate Office). The request should include: the name of external member, student’s name, and a brief justification for the appointment. The DGS will be responsible to judge the person to be capable and willing to execute the appointment.

2. The Director of Graduate Studies communicates approval to the DGS by email.

3. The DGS or staff submits a completed UMD Human Resources Information Form (HRIF) to the UMD Graduate Office. Graduate Office Staff determines whether the external committee member has previously been assigned a PeopleSoft (PS) person record (Empl ID number). If the individual does not already have the required PS record, it will be created by Graduate Office Staff. (note: a Position Number has been created for this purpose only and will be handled by the UMD Graduate Office).

4. Once Graduate Office Staff identifies the existing PS person record (Empl ID number), or if necessary, creates one for the individual, she provides the DGS with the required Empl ID information.

5. The DGS includes the name and Empl ID number of the external member on the student’s Degree Program, Thesis Proposal, or committee substitution request, and identifies the individual as an external committee member on the form.

6. The Degree Program, Thesis Proposal, or committee substitution request is submitted to the Graduate Student Services and Progress (GSSP) office in the Graduate School.

7. The GSSP staff completes the review/approval process of the milestone form/committee substitution request, and forwards committee data to the Graduate School’s Data Management office for data input into PS including the assigned Empl ID number for the external committee member, which ensures accuracy of committee data in UM Reports.

8. The Graduate School’s Data Management enters the requisite data into PS.