

**REQUEST FOR APPROVAL OF DISSERTATION COMMITTEE MEMBER**

**Directions:** Please complete this form, attach the Committee Member's Curriculum Vita, and the completed Volunteer Agreement form (page 2 of this document) and obtain the required signatures. Please return this form to the School of Graduate Studies **no later than thirty (30) days prior** to your meeting. Graduate Studies will send a decision to your SCSU e-mail address.

Student Name: \_\_\_\_\_ SCSU HuskyTech ID#: \_\_\_\_\_

Program of Study: \_\_\_\_\_

SCSU E-mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Outside Committee Member Name: \_\_\_\_\_

Highest Degree: \_\_\_\_\_ Granting Institution: \_\_\_\_\_

Semester hours beyond highest degree: \_\_\_\_\_

**Please attach the Committee Member's Curriculum Vita and the signed Volunteer agreement on page 2.**

Reasons for making this request/Specific areas of expertise:

**Graduate Advisor Recommendation**

Recommended      Comments \_\_\_\_\_

Not Recommended      Signature: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Temporary Appointment** to the Graduate Faculty is requested for this individual by the

Department of \_\_\_\_\_       Yes       No

College/School Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School of Graduate Studies Decision**

Approved      Comment \_\_\_\_\_

Not Approved      Comment \_\_\_\_\_

Graduate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Student Notified: \_\_\_\_\_ By: \_\_\_\_\_

**Please return this form no later than thirty (30) business days prior to your dissertation meeting to:**

Michele Braun-Heurung, Doctoral Center Facilitator, Center for Doctoral Studies, St. Cloud State University,  
B121 Education Building, 720 Fourth Ave S, St. Cloud, MN 56301 Phone: 320.308.4220 [mbraunheurung@stcloudstate.edu](mailto:mbraunheurung@stcloudstate.edu)

**Volunteer Agreement and Release for Dissertation Committee Service**  
**Effective Date \_\_\_\_\_**

Minnesota State Colleges and Universities through St. Cloud State University (the "University") and \_\_\_\_\_ (the "Volunteer") agree that in exchange for the opportunity to volunteer as a Culminating Project Committee member for the participants in the \_\_\_\_\_ Graduate Program, the following terms shall apply:

1. This volunteer assignment begins \_\_\_\_\_, and is expected to continue through the conclusion of the dissertation \_\_\_\_\_ (approximate end date).

Either party may terminate this agreement at any time for any reason upon immediate notice, oral or written, to the other party.

1. The Volunteer will perform services under the direction and control of the following University staff: \_\_\_\_\_, Committee Chair. A culminating project committee volunteer is expected to read and review culminating project drafts, proposals, and final drafts, participate in person or online a dissertation proposal and final defense conference committee meeting. Please note any additional responsibilities:

The Volunteer agrees to follow the directions of the staff and to abide by applicable University policies and procedures while carrying out these volunteer services.

2. The Volunteer is not an employee of the University and is not entitled to receive salary, benefits or other compensation. The Volunteer is solely responsible for all his or her travel expenses. The Volunteer understands that he/she is not eligible for workers' compensation benefits and is expected to carry personal medical insurance coverage to cover medical expenses for any injuries he/she incurs while performing volunteer services.
3. Pursuant to Minnesota law, the Volunteer may be eligible for legal defense and indemnification by the State if someone outside the University brings a claim against the Volunteer based on services performed by the Volunteer in good faith as part of his/her University responsibilities.
4. The parties agree that this is the entire Agreement and no Agreement, oral or written, exists outside this Agreement.

**RELEASE**

Volunteer releases the University and its officers, employees, agents, and representatives from any responsibility or liability for personal injury, including death, and damage to or loss of property, that Volunteer may incur due to negligence of the University, its officers, employees, agents, and representatives or others due to accidental occurrences while engaging in activities pursuant to the Agreement, including travel.

**IN WITNESS WHEREOF**, the parties have executed this Agreement and Release as of the date below.

**Minnesota State Colleges and Universities**  
**St. Cloud State University**

**Signature:** \_\_\_\_\_

**Printed Name:**

**Dean of Graduate Studies**

**Date:** \_\_\_\_\_

**Volunteer**

**Signature:** \_\_\_\_\_

**Printed Name:**

**Date:** \_\_\_\_\_

## Related Policy and Instructions

### Dissertation Committee Representation

For a dissertation committee, a minimum of two committee members, including the chair, must be active graduate faculty members in the student's doctoral program. The remaining two committee members should be active graduate faculty members from the academic unit or a clearly related discipline or be a content expert eligible for temporary appointment in the graduate faculty. Fifth readers serving as content experts are not required but may be included on a student committee and do not require graduate faculty appointment.

### Definition of Terms:

- **Active graduate faculty members** have been recommended for a permanent appointment to the graduate faculty by their department/ program and School or College and are currently employed by St. Cloud State University.
- The **chair of a committee** serves as the student's primary advisor and must be rostered with the student's graduate program.
- **Academic Unit** is defined as the next unit larger than the graduate program. May be the department/program or School/College in which the graduate program is located.
- **A clearly related discipline** is any discipline/academic unit having an active graduate faculty member who can provide insight to a specific student topic.
- **A content expert eligible for temporary appointment to the graduate faculty** is any individual currently employed at SCSU, an emeriti faculty member from SCSU, or an individual from another academic institution or community agency or business holding a degree equivalent or higher to the degree sought by the student and who brings specific content matter expertise to the committee. The individual must seek temporary appointment to the graduate faculty through the academic department in which the graduate program is housed. The program must provide a current resume or CV and a rationale for appointment to the student committee.
- **Fifth** readers are optional non-voting members of the committee providing content matter or some other expertise.

Confirm that all voting members are approved members of the graduate faculty. Permanent graduate faculty are listed online

**Use of temporary graduate faculty:** Individuals holding a terminal degree and having specific expertise in the students area of research, can be requested for temporary appointment to the graduate faculty for the purpose of serving as a voting member on a dissertation committee. Temporary appointments to the graduate faculty must be approved by the department, college or school dean, and the School of Graduate Studies at least two weeks in advance of the meeting. Submit an external committee member request form requesting temporary appointment to the Graduate faculty, the completed volunteer agreement, and a CV or resume to the School of Graduate Studies.

Non-voting fourth or fifth members of a culminating project committee do not require temporary appointment to the graduate faculty but must complete the Volunteer Agreement Form found on page 2 of the **Request For Approval Of Dissertation Committee Member from Outside St. Cloud State University** form.

### Return Form to:

Michele Braun-Heurung  
Doctoral Center Facilitator  
Center for Doctoral Studies  
B121 Education Building  
St. Cloud State University  
720 Fourth Ave S  
St. Cloud, MN 56301  
Phone: 320.308.4220  
[mbraunheurung@stcloudstate.edu](mailto:mbraunheurung@stcloudstate.edu)