



External Committee Request Form

Request Approval of a Culminating Project Committee Member from Outside St. Cloud State University

Please complete this form, attach the External Committee Member's Curriculum Vita, and the Volunteer Agreement form (page 2) and obtain the required signatures. Submit to graduatestudies@stcloudstate.edu no later than 20 business days prior to your meeting. A decision will be sent to your HuskyNet email within ten business days.

Student Name (Last, First, Middle)

Student Tech ID Number

HuskyNet Email Address

Phone Number

Graduate Program

Outside Committee Member Name

Highest Degree /Granting Institution

Semester Hours Beyond Highest Degree

Reasons for making this request/Specific areas of expertise:

Signatures Needed

Student (Signature)

Student Name (Print)

Date

Graduate Advisor Recommendation:

Recommend

Do Not Recommend

Comments:

Graduate Advisor (Signature)

Graduate Advisor Name (Print)

Date

Program Director (Signature)

Program Director Name (Print)

Date

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

Department of

Yes

No

Department Chairperson (Signature)

Department Chairperson Name (Print)

Date

College/School Dean Director (Signature)

College/School Dean Name (Print)

Date

School of Graduate Studies Decision:

Approved

Not Approved

Comments:

School of Graduate Studies (Signature)

School of Graduate Studies Name (Print)

Date

FOR OFFICE USE ONLY: Student Notified



Volunteer Agreement and Release for Culminating Project 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:

This volunteer assignment begins _____, and is expected to continue through completion of culminating project _____ list approximate completion 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 preliminary and final 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.

Volunteer (Signature)	Volunteer Name (Print)	Date

School of Graduate Studies (Signature)	School of Graduate Studies Name (Print)	Date

Related Policy and Instructions

Master's Project Committee Composition

The chair of a master's level culminating project committee must be an active graduate faculty member from the student's graduate program. The remaining two committee members must be active graduate faculty members from the academic unit or a clearly related discipline or be a content expert eligible for temporary membership in the graduate faculty (holding at least a master's degree). Fourth 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 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.
- **Fourth** 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 in the University Catalog.

Use of temporary graduate faculty: Individuals holding a master's degree or higher 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 master's student committee. Doctoral students should contact the Center for Doctoral Studies for specific requirements for doctoral committee faculty appointments. 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 External Committee Member Request form.

Return Form to: School of Graduate Studies at graduatestudies@stcloudstate.edu