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 (prior to that date, there were multiple categories). UMD has a policy that does allow programs to specify some members as adjunct—"Adjunct Graduate Program Faculty status may be designated for individuals who are involved in teaching and/or serve on thesis committees but who do not serve as principal advisor or committee chair for a graduate student. Typically, these individuals may be professionals outside UMD, or who are not full-time faculty at UMD."

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 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 the Director of Graduate Education (currently Erik Brown (etbrown) with a copy to grad@d.umn.edu). 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. DGE communicates approval to the DGS by email.

3. The program DGS or staff, or the external candidate, submits a completed UMD Human Resources Information Form (HRIF) to the UMD Graduate Office. UMD Grad 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. (note: a Position Number has been created for this purpose only and will be handled by the UMD Graduate Office). This EMPL ID is created by the HR person associated with the Grad Office, currently Jennifer Gilles, and the current practice is to establish a two-year limit on the appointment. Please specify if you would like the appointment to be shorter or longer than this.

4. Once UMD Grad Office staff identifies the existing PS person record (Empl ID number), or if necessary, creates one for the individual, staff provides the DGS with the required Empl ID information, by email, with copy to staff in the program.

5. GRD programs: The student initiates the ‘Assign/Update Examining
Committee workflowgen process, which should result in the committee information being entered into the PeopleSoft record.

DMS programs: Graduate Office staff images the trail of email approvals into the student’s record, and program staff or Graduate Office staff enters the committee information into the PeopleSoft record.