

Nomination of External Member to the Graduate Faculty

This process must be initiated by the Advisor at least two months in advance of the anticipated defense date.

1. The Advisor or the Graduate Director writes a nomination letter (see sample [here](#) -- replace the parts in red with the relevant information).

2. The Advisor, Student or Nominee must fill out the two enclosed forms:
 - a. Nomination to the Graduate Faculty Form (see pdf file [here](#))
 - b. Faculty Employee Summary/Degree Information Form (see pdf file [here](#))

3. Nominee must supply his or her Curriculum Vita.

4. The Director of Graduate Studies signs off on the nomination. The signed original must be sent to the Dean's office for his signature.

5. The completely signed forms are sent to the Graduate School. A copy is placed in the student's file.