

GRADUATE & RESEARCH AFFAIRS
AGREEMENT FOR **ADJUNCT** FACULTY TO SERVE AS A COMMITTEE
MEMBER OF A THESIS COMMITTEE

In an effort to enhance the research experience for students and to utilize adjunct faculty who are interested in serving on thesis committees, the following roles and expectations must be discussed and an agreement concerning the following issues must be reached.

1. What will be the availability of the adjunct faculty member to the student who is conducting research and writing the thesis.
2. What is a reasonable timetable for completing the student's thesis/project.
3. What alternative plans are in place should the student's research go beyond the agreed-upon time limits that were agreed to
4. How can the student secure a replacement for the adjunct faculty member if the adjunct faculty member is unable to continue to serve as a committee member. It is not an automatic assumption that the second member will assume the role of chair.
5. The adjunct faculty member understands that he/she will have to be an official volunteer with the university to insure protection against indemnification.

Attached is a current vita and cover letter from the Department Chair providing the justification for this request. [Such justification will undoubtedly vary across disciplines, however one might expect the adjunct faculty member to provide expertise that specifically relates to this study, to have the strong endorsement of the permanent faculty generally (perhaps by a formal vote), to have taught upper division courses on a regular basis, and perhaps to have previously worked with graduate students in some capacity.]

We, the undersigned, have discussed all points listed above, and any other related topics specific to this study, and have reached a mutually satisfactory understanding.

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| Student's Signature | Student's RED ID # | Date |
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Student's Name, PRINTED

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| Adjunct Faculty Signature | Name PRINTED | Date |
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| Graduate Adviser's Approval | Date |
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| Department Chair Approval | Date |
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