

GRADUATE & RESEARCH AFFAIRS
AGREEMENT FOR **LECTURERS** TO SERVE AS A MEMBER OF A THESIS
COMMITTEE AND STATEMENT OF UNDERSTANDING

Recognizing that there are a number of lecturers who have the academic qualifications and the desire and interest to serve as members of a student's thesis committee, Graduate and Research Affairs has adopted a new policy regarding thesis membership. See the revised *Policy for Service on Master's Thesis Committees* at <http://gra.sdsu.edu/Graduate/Thesis/commcomp.htm>.

Before a lecturer may serve on a thesis committee, the following roles and expectations must be discussed with the student and an agreement concerning the following issues must be reached.

1. What will be the availability of the lecturer 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 lecturer if the lecturer is unable to continue to serve as a committee member.
5. The lecturer understands that he/she will have to be an official volunteer with the university to insure protection against indemnification.

Attach 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 lecturer 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.]

STATEMENT OF UNDERSTANDING:

Serving as second or third member on a thesis committee carries no additional teaching workload credit. Although an expected behavior of tenured and tenure-track faculty, lecturers are exempt from such expectations. Therefore, if lecturers agree to serve on a thesis committee, it should be done of their own free choice and without coercion from the department, other faculty, administration, or students.

I understand that participation, as a second or third member on a thesis committee is an additional, voluntary, activity that carries no additional workload credit.

Lecturer Signature

Date

AGREEMENT:

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.

Student's Signature

Student's RED ID #

Date

Lecturer Signature

Date

Graduate Adviser's Approval

Date

Department Chair Approval

Date