

## **MEMORANDUM**

**TO:** Deans, Members, AADC; Chairs, Committees on Graduate Studies; Graduate Advisors; Graduate School Staff

**FROM:** Philip Cohen  
Dean, Graduate School

**RE:** Change in Graduate Faculty Section of HOP

**DATE:** 10 December 2001

## **MEMORANDUM**

At its October 11<sup>th</sup> meeting, the Graduate Assembly approved a change in the HOP for the section on the Graduate Faculty. The intent of this change is to allow one qualified external person to serve as a voting member of a thesis or dissertation committee with the approval of the appropriate Graduate Studies Committee and the Dean of the Graduate School. In most cases, such an external qualified person is a faculty member at another college or university and allowing him or her to serve as a voting member of the student's thesis or dissertation committee seems appropriate.

The UT System has approved this change, and it is being incorporated into the Handbook of Operating Procedures' Chapter 4 on Graduate Faculty and Organization. Below is the text of this new policy. Please notify your graduate faculty of this change.

### **New HOP Text:**

#### **Sec. 4-207. External Thesis, Dissertation, or Supervising Committee Members**

One qualified external person who is not a member of the Graduate Faculty may serve as a voting member of a graduate student supervising committee following a request accompanied by documentation such as a vita from the appropriate Committee on Graduate Studies to the Dean of Graduate Studies and approval by the Dean of Graduate Studies.