

For an external member approval, the chair of the student's committee needs to send an email to heather.greenhalgh-spencer@ttu.edu stating the reasons for the request. The body of the email should also include

1. Student's name
2. Student's R#
3. Whether this is for a master's committee or PhD Committee
4. Name of the proposed external committee member
5. CV of the proposed external committee member
6. Names of the other committee members (because we have to have a record showing that over 50% of the committee is made up of people with grad faculty status...which usually means TT/T faculty at TTU)
7. A justification (a few sentences is fine) for why this person should serve on the committee