

Petition for Non-Academic Council Doctoral Committee Members



Stanford University

Please address questions concerning this form and submit the completed form to your home department.

Instructions:

This petition is to be submitted by the student to the department graduate studies administrator to request approval for doctoral dissertation reading committee and/or University oral examination committee members who are not members of the Stanford Academic Council

Deadlines:

The scheduling of a University Oral Examination will not be approved until the proposed non-Academic Council member is approved. If adding a non-Academic Council member to the University Oral Examination, this form should be submitted by the student to the department graduate studies administrator at least two weeks prior to the examination date. If adding a non-Academic Council member to the Doctoral Dissertation Reading Committee, this form must be approved and submitted prior to the submission of the Dissertation Reading Committee form.

Policy:

See GAP 4.7 for further detailed information on the University Oral Examinations and Committees (<http://gap.stanford.edu/4-7.html>).

See GAP 4.8, Section 1.1.1 (<http://gap.stanford.edu/4-8.html>) for further details on Dissertation Reading Committees.

The student's department chair may, in some cases, approve the appointment of a committee member who is not a current or emeritus member of the Academic Council, if that person is particularly well qualified to consult on the dissertation topic or contributes to an area of expertise that is not readily available from faculty. All non-Academic Council committee members must hold the Ph.D. degree (or foreign equivalent). Former Stanford Academic Council members and non-Academic Council members may thus on occasion serve on a Doctoral Dissertation Reading committee or University Oral Examination committee.

If former Academic Council members, emeritus Academic Council members, or non-Academic Council members are to serve as the principal dissertation adviser, the appointment of a co-adviser who is currently on the Academic Council is required. This is to ensure representation for the student in the department by someone playing a major adviser role in completion of the dissertation. However, a co-adviser is not required during the first two years following retirement for emeritus Academic Council members who are recalled to active service. If the reading committee has four or five members, at least three members (comprising the majority) must be current or emeritus members of the Academic Council.

Prospective committee members in the following categories may be approved without submission of a curriculum vitae: former academic council members, emeritus professors, visiting professor, visiting associate professor, visiting assistant professor, senior Stanford University officer who holds a Ph.D. but does not have an academic appointment.

A curriculum vitae is required for prospective committee members in the following categories: senior research associate, senior lecturer, consulting professor, consulting associate professor, consulting assistant professor, acting professor, acting associate professor, acting assistant professor, senior fellow of the Hoover Institute, members of the professoriate at other universities, distinguished scholars who currently hold no academic title. The curriculum vitae should include a summary of education, professional experience, publications, and academic or other honors.

University Oral Examination Committee:

The chair of the University Oral Examination Committee must be a current or emeritus member of the Academic Council. The majority of the examiners must be current or emeritus Academic Council members; more specifically, one of four or five examiners or two of six or seven examiners may be appointed to the Oral Examination Committee by means of this petition.

Dissertation Reading Committees:

A non-Academic Council member (including former Academic Council members) may replace only one of three required members of dissertation reading committees. If the reading committee has four or five members, at least three members (comprising the majority) must be current or emeritus members of the Academic Council. The reading committee must conform to University regulations at the time of degree conferral.

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Student Information:

Last or Family Name	First	Middle
Stanford Student Number (8 digits, first digit is 0)	Department Name	Email Address
Title of Dissertation		
Expected Date for Oral Examination	Expected Date for Submission of Dissertation	

Non-Academic Council Member Information:

Name of non-Academic Council member: _____

Place of employment and title: _____

Email address: _____

Stanford affiliation (if any): _____

Approval Requested for Dissertation Reading Committee:

Non-Academic Council member committee role: Principal adviser Co-adviser Reader

Other members of the reading committee on which the non-Academic Council member would serve (please print):

Name (Doctoral Dissertation Co-adviser; required if non-Academic Council member above is principal adviser)

Name (Doctoral Dissertation Reader)

Name (Doctoral Dissertation Reader)

Name (Doctoral Dissertation Reader)

Approval Requested for University Oral Examination Committee:

Other members of the orals committee on which the non-Academic Council member would serve (please print). Note that non-Academic Council members may only serve as examiners; the chair must be a member of the Academic Council.

Name (Committee Chair)

Name (Examiner)

Name (Examiner)

Name (Examiner)

To Be Completed by Department

Describe the special qualifications of the prospective committee member for serving on this student's doctoral committee:

Signature of Department Chair

Date

Name of Departmental Administrator

Date of Access input