

**HNFE Graduate Program  
Graduate Committee Service Approval  
Submission Information**

Virginia Tech faculty members (e.g., Clinical, Collegiate, Extension, Research, Professor of Practice, and Tenure-track ranks as defined in the Virginia Tech Faculty Handbook) may, based on their credentials, experience, and scholarly activity, be recommended as Graduate Program Faculty for service as Chair, Co-Chair, or Member on graduate advisory committees. Graduate Program Faculty are expected to constitute 2/3 of the committee membership.

Other individuals, including retired Virginia Tech faculty members, Virginia Tech employees (e.g., Research Scientists, Administrative/Professional Faculty, Instructors), and non-Virginia Tech employees (such as Adjunct Faculty), can be recommended for service as Members, or under certain circumstances as Co-Chairs, on graduate advisory committees, based on terminal degree/professional experience, scholarly activity, and potential to enrich a student's program. These individuals may not constitute more than 1/3 of the committee membership.

Requestor's name:

VT Graduate Degree Program:

Proposed Committee Member's Name:

Proposed Committee Member's Affiliation:

Virginia Tech Faculty Member (Clinical, Collegiate, Extension, Professor of Practice, Research, Tenure-track)

Non-Virginia Tech Employee / Non-faculty Virginia Tech Employee / Retired VT Faculty Member

Proposed Committee Member's VT ID# (if applicable):

Proposed Committee Member's VT Email (if applicable):

Appointment Type (tenured/ tenure track faculty, clinical faculty, research faculty):

Requested Committee Role:

Masters - Chair

PhD - Chair

Masters - Co-Chair

PhD - Co-Chair

Masters - Member

PhD - Member

Advanced Degrees Held:

Products of scholarly effort within the last 5 years (please list no more than 6 items):

Other Employment History Relevant to Requested Committee Role (if applicable):

Experience with graduate education within the last 5 years (e.g., prior advisory committee service with numbers, roles, and degree being sought; graduate courses taught, etc.):

*Please submit the completed form to the HNFE Graduate Program Director or Graduate Program Coordinator.*