Graduate Committee Membership Application Form
Note: CV and justification must accompany application

Name: _____   **Date of Request:** _____

Mailing Address: _____   **E-mail Address:** _____

_____

Highest Degree: _____   **Title:** _____

Institution: _____

Committee Membership Requested for:

College:

Department:

Privileges/Roles Requested (Check all that apply.)
Chairing committees* (TAMUCC employees only)
Co-chairing committees
Graduate Faculty Representative*
Committee member

*Special Appointment Individuals without a terminal degree must indicate the specific committee they are requesting to serve on by providing student's name and A# below. Special appointments are not eligible to chair committees or serve as Graduate Faculty Representative, however they may co-chair a committee.	
Name: _____	**A#** _____

Requested Length of Appointment: ☐1yr ☐ 2yrs ☐3yrs ☐4yrs ☐5yrs ☐6yrs

_____ _____ _____
Applicant (Signature)   Applicant (Print)   Date

_____ _____ _____
Dept. Chair/Program Coordinator (Signature)   Dept. Chair/Program Coordinator (Print)   Date

_____ _____ _____
Dean/Director (Signature)   Dean/Director (Print)   Date

_____ _____ _____
Provost (Signature)   Provost (Print)   Date

Graduate Committee Membership Application Instructions
The applicant, graduate student, committee chair, or program coordinator should fill out and submit this form on behalf of the applicant.

1. Please note: A current CV and justification describing the alignment of expertise, proposed assignments, and/or other rationale must be provided for the applicant and submitted with the application. Usually, the committee chair will write the justification.
2. Fill out the applicant's name, email, and mailing address, highest degree earned, date of request, title (rank), and institution (TAMUCC or other)
3. Choose from the drop-down menus the college/school and department where the graduate student is enrolled, and/or the academic location (discipline) within which the applicant will be assigned to committees.
4. Check which privileges/roles the applicant will fill. In most cases, they will be a committee member. If eligible, they may co-chair or chair committees. (See procedure 12.99.99.CO.03 Section 5)
5. Special Appointment (*Only for individuals without a terminal degree)*. Special appointments are to specific committee(s). Indicate the student(s) for whom this appointment is being made. Special Appointment faculty do not count as one of the minimum required number of faculty members on a committee.
6. Indicate the requested length of appointment. It should match the needs of the relevant student(s) and/or the program. Cannot be longer than 6 years.
7. Submit the form with applicant's signature, CV, and justification to the Associate Provost's Office at katygarcia@tamucc.edu

Unit Recommendation
Katy Garcia will combine the submitted documents into one PDF (application, justification, and CV) and circulate for approver signatures in Docusign. When unit has signed to recommend/not recommend the candidate, the package will route back to the Associate Provost's Office to be uploaded for Graduate Council review. Submissions should be made a minimum of 2 weeks prior to the Graduate Council Meeting. Due dates for 2025-2026 are as follows;

Application Due Date	Graduate Council Meeting Date
Dec. 1	Dec. 11
Jan. 5	Jan. 22
Feb. 16	Feb. 26
Mar. 16	Mar. 26
Apr. 13	Apr. 23
May 18	May 28
Summer TBD	Summer TBD

Form Updated: 11-24-25

Graduate Council Recommendation
Graduate Committee Membership is reviewed monthly by the Graduate Council during the academic year and on an emergency basis during the summer. Graduate Council will recommend/not recommend the candidate.

Provost Approval
The Provost will approve all Graduate Committee Members.

Purpose
The process has been designed and is intended to evaluate applicants to determine if they meet the criteria to serve on graduate committees. The specific criteria are determined by each of the five academic units, and the process is detailed in TAMUCC University Procedure 12.99.99.CO.03.

If you have any difficulties or delays in this process or have questions not answered on this form, please contact TAMU-CC's Graduate Education Coordinator, Sean Britt, at sean.britt@tamucc.edu or (361) 825-2985.