

Department of Anthropology

Michigan State University

**Procedure to have Non-Regular MSU Faculty, Academic Specialists, and non-MSU Individuals
Serve on Graduate Student Guidance Committees**

Procedure for the approval of non-regular MSU faculty, academic specialists, and external members to serve on graduate student guidance committees: <https://grad.msu.edu/non-regular-faculty-committees>.

The student should request the following from the proposed non-regular guidance committee member:

1. Letter or e-mail indicating a commitment to serve on the guidance committee
2. Current curriculum vitae
3. Current e-mail address

The packet, with a brief statement as to why you wish to add this person, should be sent to the Graduate Program Coordinator (anpgrad@msu.edu) for the approval of the Graduate Program Director. The department graduate program director will send the request with a letter of support to the College and Graduate School for approvals.

Only in very special circumstances will a non-regular person be approved to serve as a chair for an individual student. Please provide extra justification for service as a guidance committee chair.

NOTE: For further information see Planning a Doctoral Program and Appointment of a Guidance Committee: <https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=394>.

In general, no more than 1 non-regular faculty member may serve on a Master's committee, and no more than 2 on a doctoral committee.