TO: Office of Graduate and Professional Studies

Through: Dr. Mary Bryk

Associate Dean for Academic Affairs

College of Agriculture and Life Sciences

From: [Department Head]

Date: 20 June 2018

Subject: Request to appoint [Faculty member’s name] to Graduate Faculty

The [Department name] would like to nominate [faculty member’s name] for graduate faculty. Details supporting this nomination can be found in the Curricula Vitae. [Faculty member’s name] meets the Office of Graduate and Professional Studies guidelines by:

1. Highest Degree Earned/Institution/Date:
2. Graduate Advisory Committee:

Name:

Degree:

Institution:

Date:

Append pdf of PhD thesis signature page or official documentation that the candidate is serving on a graduate committee, if not a TAMU PhD graduate.

**OR**

Administrative Assignment in graduate program:

1. Citation: Refereed publications, primary author (list complete citation of at least one
2. Employer and Location:

[Faculty member’s name] will make significant contributions to the graduate program in [Department name] by providing her/his expertise in the conduct of research in her/his scientific discipline.

We request that [Faculty member’s name] be named as a member of the Graduate Faculty at Texas A&M University.