College of Biological Sciences Graduate Programs

**External Committee Member Acknowledgement**

Experts outside of the University of Minnesota who do not hold any faculty appointments at the University are eligible to serve on advisory and examination committees, except in the roles of advisor or chair, for graduate students in the College of Biological Sciences. An outside member must bring scientific expertise to the committee that cannot be found among the faculty at the University of Minnesota. See [UMN policy](https://policy.umn.edu/education/gradexamcommittee).

**As an external faculty member for a College of Biological Sciences graduates student,**

1. Be available for annual committee meetings, preliminary written and oral exams, the final exam/defense, and other meetings with the graduate student throughout their graduate program.
2. Respond in a timely fashion to the graduate student throughout their graduate program.
3. Respond to requests from CBS HR for information needed for a background check.
4. Complete the [Sexual Misconduct Prevention and Response training](https://safe-campus.umn.edu/personal-wellbeing/preventing-sexual-misconduct-discrimination-and-retaliation) modules (Link will be sent to you.).
5. Claim and keep active your UMN email address (needed to access online forms related to the student’s degree completion; might require signing up for the UMN DUO two-factor authentication). Directions will be sent to you from the graduate student’s program.
6. Note that any costs associated with travelling to the UMN campus to participate in committee meetings or exams must be borne by you or the department.

**EXTERNAL COMMITTEE MEMBER INFORMATION**

|  |  |  |
| --- | --- | --- |
| Last name | First name | Date of birth |
| Affiliation | email address |  |
| Current mailing address | | |

|  |  |  |
| --- | --- | --- |
| External committee member’s signature |  | Date |