

Request to Appoint Director of Graduate Studies who is Not a Tenured or Tenure-Track Faculty Member
Request for Exception to Director of Graduate Studies Eligibility Requirements

Directions: Use this form to request approval from the Vice Provost and Dean of Graduate Education, on behalf of the Executive Vice President and Provost, to:

- 1) request an exception to the University's Administrative Policy: Appointments as Director of Graduate Studies that requires the DGS be a tenure/tenure-track faculty member; and**
- 2) obtain approval to appoint a specific individual as DGS who does not meet University eligibility requirements.**

Directions: Use this form to request approval from the Executive Vice President and Provost to assign the role of Director of Graduate studies to an individual who is otherwise not eligible under the standards as stated in the Administrative Policy: Appointments as Director of Graduate Studies. Once signed by the individual's supervisor, the form should be routed to the appropriate collegiate unit.

Step 1: Complete the form.

Name of program:	College:
Name of the individual to be assigned as Director of Graduate Studies (DGS):	
Length of DGS term proposed:	Employee classification of individual to be assigned as DGS:
Explain why a tenured/tenure-track faculty member is not being proposed to serve as DGS. the program is seeking an exception to the policy.	
<u>Name of the employee proposed to serve as DGS:</u>	
<u>Employee's job classification:</u>	<u>Length of DGS term proposed:</u>

Step 2: Obtain required signatures.

Preparer (please print)		Date Prepared	<u>Email</u> <u>Phone #</u>
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Supervisor of proposed DGS (please print)	Supervisor's Signature	Date Approved	<u>Email</u> <u>Phone #</u>
Collegiate Dean** (please print)	Collegiate Dean's** Signature	Date Approved	<u>Email</u>

**or Chief Academic Officer (or designee)

The completed, signed form should be routed to Karen Starry, Graduate School, 321 Johnston Hall.

Step 3: Submit the completed form, with the individual's CV, to the Vice Provost and Dean of Graduate Education % Karen Starry, Graduate School, at starry@umn.edu.

Step 4: The Graduate School notifies the collegiate dean* with questions and/or the final decision.

Recommendation by the Vice Provost and Dean of Graduate Education Recommended Not recommended <input type="checkbox"/>	Date
Executive Vice President and Provost	Date Approved

**or Chief Academic Officer (or designee)