



### Request for a Special Service Appointment in the Graduate School

A special service appointment, approved by the Dean of the Graduate School of Arts & Sciences, is required for those committee members who are visiting, adjunct, and emeritus faculty; Boston University employees not of professorial rank; and examiners from outside Boston University.

Please submit the completed form to the Graduate School of Arts and Sciences or via email to [grsrec@bu.edu](mailto:grsrec@bu.edu). All submitted forms must include all signatures.

Name: \_\_\_\_\_ Program: Please select  
BU ID #: \_\_\_\_\_ Advisor: \_\_\_\_\_

#### Nominee Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Institution: \_\_\_\_\_ Position: \_\_\_\_\_

Requested Committee Appointment:

- 2<sup>nd</sup> Reader
- 3<sup>rd</sup> Reader
- Additional Committee Member

Please attach the nominee's current Curriculum Vitae to this form

#### Dissertation Committee Information

Committee Chair and Department: \_\_\_\_\_  
1<sup>st</sup> Reader and Department: \_\_\_\_\_  
2<sup>nd</sup> Reader and Department: \_\_\_\_\_  
3<sup>rd</sup> Reader (*optional*)/Member and Department: \_\_\_\_\_  
Additional Member and Department: \_\_\_\_\_

Reason for this Request:

#### Required Signatures

\_\_\_\_\_  
Department Chair/Program Director or Director of Graduate Studies Date

**For GRS use only. Please do not write below.**

Associate Dean's Comments:

Approved/Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_