

Request for an External Advisor for Student Committee Selection

Process Overview

A request for adding and external advisor to the committee begins with the student, communicating with their curriculum department first and then at the department's discretion, communicating with the potential External Advisor. Once it has been determined that the student should make the request, the student needs to fill out the External Advisor request form. (From the iROAR ssb menu: Student/Student Records/External Advisor 9).

The screenshot shows a web form titled "External Committee Member" with a purple header. Below the header, it says "Please enter the external committee member information below:". The form is divided into several sections: "Email Address" with a search box; "Title" with a text field; "Prefix", "First Name", "MI", "Last Name", and "Suffix" each with a text field; "Organization" and "Phone" with text fields; "Address" with "Address Line 1" and "Address Line 2" text fields; "City", "State", and "Zip" with text fields; and "Nation" with a dropdown menu. A "Justification for Request" section on the right contains a text area with the instruction "Provide the reasons why you want this person as a committee member.". At the bottom, there are two green buttons: "Submit for Approval" and "Clear Form".

After the form has been submitted, a workflow is created with the curriculum department chair as the only approver, and the department begins their internal review and vetting process to consider the requested advisor for committee service.

The student, in communication with their curriculum department needs to submit any ancillary documentation that the department requests such as the external advisor's curriculum vitae. If the department finds the advisor to be acceptable, the curriculum department chair approves the request in their workflow worklist.

Once approved, within a couple of business days, the external advisor will be available in the GSADM module for the curriculum department administrators to configure for the roles that the department determined the external advisor may serve as, (Co-Chair, Member). Once these roles are granted, the external advisor will be available for the student to select as part of their committee from the GS2 Committee Selection form.

Restrictions have been put in place in accordance with the graduate school policy handbook. For example a student's advisory committee must have more internal advisors than external advisors, effectively limiting the number of external advisors to two members.

The external advisor will not need to maintain log in credentials to complete their approvals, and the approval notifications will be sent to the email address identified by the student for the advisor when they filled out the form.

External Committee Member Request Form

(From the iROAR ssb menu: Student/Student Records/External Advisor 9).

External Committee Member

Please enter the external committee member information below:

Email Address
Email Address Search

Title
Professional Title

Prefix **First Name** **Mi** **Last Name** **Suffix**

Organization **Phone**

Address
Address Line 1
Address Line 2

City **State** **Zip**

Nation

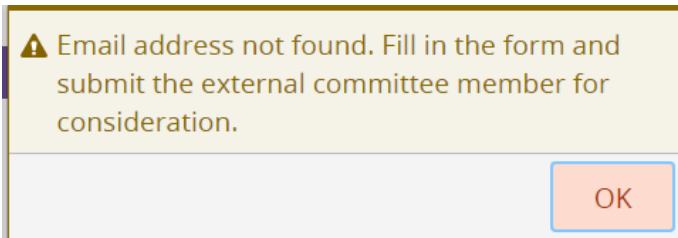
Justification for Request
Provide the reasons why you want this person as a committee member.

The external committee request form is email driven; each external advisor must have a unique email address to be added as an advisor. Great care should be taken to ensure

the email address has been entered correctly onto the form. Once a request has been approved, the email address cannot be modified.

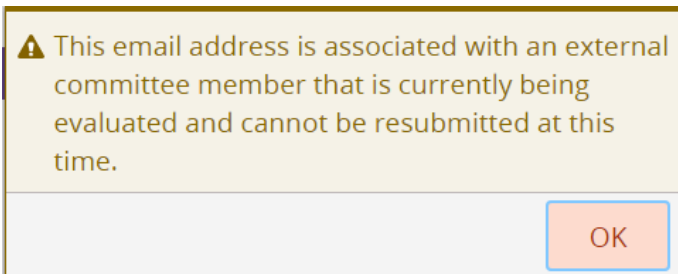
Enter the email address and click the Search button.

If the email address is unique, meaning the external advisor has not previously been added to the system, the following message will be displayed:



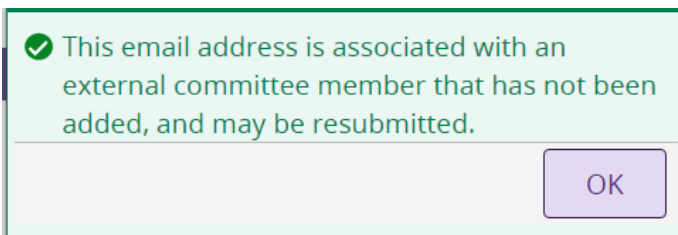
The student may then continue to fill out the form with all appropriate information.

If the email address has been previously added but is still under review, the following message will be displayed.



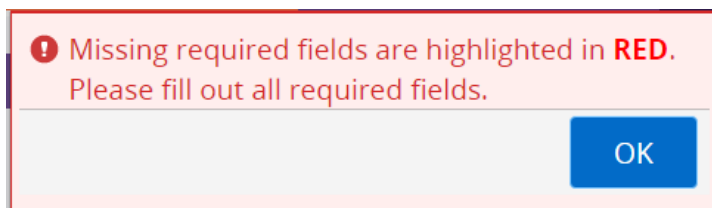
The student cannot submit the request at this time. The external advisor is currently being reviewed based on a previous request for the same advisor.

If the email address has been previously submitted but was not approved, the following message will be displayed:



All previous data will be auto-populated in the form, and can be edited by the student prior to resubmitting the request.

Most of the form fields are required. Trying to submit the form with missing information will result in the following Missing Data alert:



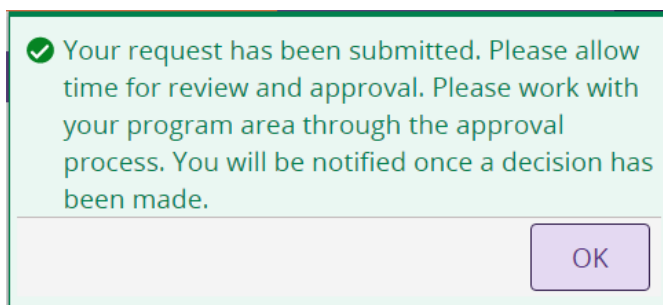
After clearing the alert, the required form field names will be colored red.

In the event that the external advisor does not wish to have their address or phone number entered on the form, the student should use the Clemson University curriculum department information for address or phone number.

Note that State and Zip are only required if United States is selected as the nation.

Once all required fields have been entered, click the submit button.

The following notice is given:



After submitting, the student will be notified by email that their request has been submitted.

The student will also be notified when the request is approved or denied.

After approval, it may take up to two business days for the committee member to become available on the student's committee selection list. The student should check with their curriculum department for any questions they may have about this process, or for the status of the departmental approval.

External Advisor Approval Process

When an external advisor is selected to sit on an advisory committee, at the appropriate time they will be sent an email message, to the email address identified by the student when the request was initiated. The external advisor needs to provide approval decisions for serving as a Committee member and for the Plan of Study course load approval.

The email will have a link that takes the external member to a web form for approval or denial. The external advisor will not be required to provide any information to access the approval page. Once a decision is made, the web form changes to indicate that the decision has been submitted. Just as with the workflow approvals, once a decision has been made and submitted, it cannot be modified at a later time. Any subsequent attempts to access the same form will show that the decision has already been made.

If the workflow is denied by another member, prior to the external advisor having accessed the form, the link will take the external advisor to a page that indicates the request has expired and is no longer available.

If the external advisor denies the request, a denial reason is not required, however if the reason field is left blank, a generic message will be provided.