



Division of Graduate Studies
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Emeritus, FERP, Lecturer Agreement to Serve as 2nd Reader

Instruction for completing Emeritus Agreement form:

The form on page 2 must be typed.

This form must be submitted when the 2nd member of a student's culminating experience committee:

- Is no longer on the faculty of SF State or;
- Is participating in the Faculty Early Retirement Program (FERP) or;
- Is a Lecturer, not a tenured/tenure track faculty member, who has been approved to serve as 2nd reader.

Form begins on Page 2

PLEASE NOTE: in order save your personal information on the following PDF forms, you will need to:

1. Install latest version of Adobe Acrobat Reader on your computer. Click here for Free Adobe Acrobat Reader <http://www.adobe.com/products/acrobat/readstep2.html>.
2. Save the PDF form to your computer desktop prior to entering your personal information.

PROPOSAL FOR CULMINATING EXPERIENCE

Emeritus, FERP, Lecturer Agreement to Serve as 2nd Reader

Note: Emeritus or FERP faculty may not serve as the 1st reader unless serving as 1st reader at time of retirement or FERP. Lecturers and off-campus committee members may not serve as 1st readers.

NO HANDWRITTEN FORMS WILL BE ACCEPTED

Official Degree Title as listed in the University Bulletin:

Master of _____ Major _____
 Concentration or emphasis (if applicable) _____

Type of Culminating Experience: 890 893 894 895 898 998 Written Comp Exam Oral Comp Exam

Student Name _____ **Student ID** _____
Address _____ **Phone** _____
City/State/Zip _____ **Email** _____

Faculty Name _____ **Phone** _____
Email _____

Faculty Agreement:

I agree to serve as an advisor with the above named student on the culminating experience. I will be available during the following semesters/sessions (enter years):

Fall _____ **Winter** _____ **Spring** _____ **Summer** _____

I agree to meet with the student in a timely manner on campus, by email, phone or at a mutual meeting place as determined by both parties to provide input to the student on the Culminating Experience. My agreement for working with the student will be in place until:

Year _____ **Semester** _____

Faculty Signature: _____ **Date:** _____

Student Agreement: I understand the faculty member's time commitment and will submit all my materials and revisions to the faculty in the manner requested. I will meet all appointments set by the faculty member. If I do not meet the deadlines required by the Emeritus, FERP or lecturer faculty and my general committee members, I may be required to find a new supervisor for my committee.

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Accepted by Division of Graduate Studies _____ Date _____