

# Application to Serve as a Reader/Chair on a Graduate Exit Option Committee

**Western Illinois University**  
School of Graduate Studies

Check one:  Reader  Chair

WIU employees who are not members of the Graduate Faculty or are not a member of the student's department but who **hold the appropriate terminal degree and training in the student's area of interest** may apply to serve as a reader or chair on a graduate student exit option committee (e.g., thesis committee). Please submit the following along with this application form to the School of Graduate Studies:

- Curriculum vita that shows all of the following: the applicant's current position/title, educational background, employment/experience (teaching, research, and/or professional), publications (indicate refereed), conference presentations (indicate refereed), professional and academic service, grants and special awards, professional experience, and professional memberships/affiliation indicating that an applicant can facilitate, encourage, support, and coordinate excellence in graduate education at Western Illinois University.
- A letter of support/recommendation and documentation of demonstrated departmental need signed by the Department Chair, Graduate Committee Chair (or Graduate Coordinator), *and* Student's Exit Option Chair (if applying as a reader) explaining how the applicant's training and expertise will *uniquely* facilitate and support the student's exit option work.

*A new application must be submitted for each student exit option committee.*

## Rationale for Request:

Applicant's Name: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Student's Exit Option Chair (if applying as a reader): \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Major/Degree Sought: \_\_\_\_\_ Anticipated Graduation: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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3-29-19

Final action by Graduate School:  Approve  Deny

Note (if any): \_\_\_\_\_

Signature/date: \_\_\_\_\_

**Form will not be processed without signatures.**