

Individuals who do not have graduate faculty status at the University of Florida may serve on a graduate student's supervisory committee by special appointment petition. To submit such a petition, fill out this form completely and send it to UF Graduate School Data Management.

Incomplete, incorrect or unsigned forms will be returned unprocessed. To find out if an individual already has graduate faculty status:

- Log onto the UF Graduate School Information Management System (GIMS) online (<https://gradschool.rgp.ufl.edu/GIMS/presiteentry>).
- Click your cursor on the "Student's Supervisory Committee Entry" button.
- Click on the "Graduate Faculty Committee Information" option on the screen that appears.
- Enter the individual's name or UFID on the screen that appears, then click your cursor on either the "Submit" (UFID) or "Name Search" (Name) button.

These special appointments are considered on a case-by-case basis. **Special appointments can serve as regular members on supervisory committees, but they cannot serve as a chair, co-chair, external member or minor representative on a supervisory committee.** If your petition is approved, UF Graduate School Data Management will add the special appointment to the graduate student's supervisory committee for you and send you a signed photocopy of this form for your files.

Name of person preparing form	Campus Mailing Address	Campus Telephone	Campus E-Mail
	POB		

Student's UFID	Student's Last Name	Student's First Name	Student's Middle Name
Student's College	Student's Major		Student's Degree

To prevent there being more than one UFID for the same person, it is **your department's responsibility** to create a UFID for this special appointment nominee if he/she does not already have one. **Forms submitted without UFIDs will be returned unprocessed.** To find a person's UFID or create one for someone who **does not** have one, consult the person in your unit who has been assigned access to the Admin Menu on the My UFL (<https://my.ufl.edu>) website for looking up UFIDs or creating them for your personnel. If you need help with My UFL, call 392-HELP.

Nominee's UFID	Nominee's Last Name	Nominee's First Name	Nominee's Middle Name

Check one: This is the individual's first special appointment. This individual has had previous special appointments.

Justification
Provide a brief explanation as to what special qualifications this individual has and what he or she will contribute to the student's supervisory committee. If this is a first-time special appointment, attach an up-to-date copy of his or her curriculum vitae to this form.

Committee Chair Signature

Date

TO CLEAR ALL ENTRIES AND RESET THIS FORM, CLICK HERE.

FOR GRADUATE SCHOOL USE ONLY

<input type="checkbox"/> Approved <input type="checkbox"/> Denied		TIME STAMP _____ Date
	Graduate School Dean or Representative	

SEND THIS FORM VIA CAMPUS MAIL TO: UF GRADUATE SCHOOL DATA MANAGEMENT, POB 115500, UF CAMPUS.