Non-Faculty Committee Member Requirements

Engineering Master’s Program students may opt to have a non-UT faculty member/member of industry serve as their master’s report/thesis reader. In order to serve as a report/thesis reader that individual:

- Must have a completed master’s degree or Ph.D. in a field related to your degree program or research topic.
- Cannot be a spouse or family member.
- Cannot be a student currently enrolled in an Engineering Master’s Program.
- Will be required to submit the following documentation:
  1. Agreement letter (sample below) OR “No-Expense Letter for Non-UT Committee Members” Form (available for download on Graduate School web site: http://www.utexas.edu/ogs/pdn/#misc)
  2. Current CV/resume that reflects their completed advanced degree (year awarded, university attended, type of degree, etc.)

Sample Reader Agreement Letter

Date

Office of Graduate Studies

c/o Option III Engineering Master’s Programs

The University of Texas at Austin – CLEE
PO Box H

Austin, Texas 78713
To Whom It May Concern:

I, (READER’S NAME), have agreed to serve as (STUDENT’S NAME) reader for HIS/HER master’s report during the (FALL/SPRING/SUMMER YEAR) semester. I understand that I will not receive compensation from The University for this service.

Sincerely,

READER’S SIGNATURE

READER’S PRINTED NAME