**Outside Reader Memo Template**

This memo template is used when a student selects a non-Emory faculty member to serve on their dissertation committee. This includes GDBBS faculty who are Adjunct Faculty Members.

* The student downloads the memo template and sends it to either the Program Director or DGS to complete as appropriate for your program.
* The memo should be placed on program letterhead.
* All sections highlighted in yellow need to be customized to the student’s situation.
* The student then submits the completed memo, the faculty member’s current CV, and the signed dissertation committee form.

Complete information can be found on the LGS website at <https://www.gs.emory.edu/academics/policies-progress/dissertation.html>.

* Scroll down to the section “Membership and Request for External Committee Members” for general information.
* Scroll down to “External Committee Member Request” for specific instructions.

Steps for submitting the forms are included in the second box on the page and include:

* Complete the form via DocuSign.
* Complete the Dissertation Committee version of the [LGS student action online form](https://www.applyweb.com/cgi-bin/app?s=emorypst) by uploading the signed Dissertation Committee form completed using DocuSign, the Outside Reader Memo, and the faculty member’s CV.

Date: (insert date)

To: (insert Dean of LGS)

From: (insert name of Program Director or DGS, as appropriate, and Program Name)

Subject: External Dissertation Committee Member for (insert student’s name)

I am writing on behalf of (insert student’s name), currently a X year student in the X program, who is conducting dissertation research in the lab of Dr. X X. (Insert student’s first name) is forming their dissertation committee and would like to add Dr. X X to their committee.

The current committee members are: (list all)

Explain how the proposed member will contribute to the candidate's committee, and describe the expertise the proposed member brings.

Attached is Dr. X’s current CV. The program fully supports adding Dr. X as a member of the dissertation committee.