

This document is for REFERENCE only. Please review the below information carefully as this will be the information requested via DocuSign. To move forward click [HERE!](#)

Please note that all ESSIE Graduate student forms must be completed via DocuSign only. We will no longer accept emailed or printed form submissions.

NOTE: All completed DocuSign forms are automatically set to the ESSIE GradForms email inbox!

Engineering School of Sustainable Infrastructure & Environment

SPECIAL SUPERVISORY COMMITTEE APPOINTMENT PETITION

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 submit it to the Graduate Academic Office in your respective department. Incomplete, incorrect or unsigned forms will be returned unprocessed.

These special appointments are considered on a case-by-case basis. Special appointments may serve as regular members on supervisory committees, but they may not serve as a chair, co-chair, external member or minor representative on a supervisory committee. If your petition is approved, the nominee's name will appear in GIMS under your degree program information.

Student's UFID #:	Student's Last Name:	Student's First Name:	Student's Middle Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student's College:	Student's Major:	Student's Degree:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

If this nominee has never served on a UF committee before, the department must generate a UFID number for this individual. In order for the department to generate a new UFID, the nominee's social security number or date of birth must be provided. This information may be submitted directly to the Graduate Academic Office via e-mail or by phone. For all requests, the individual's current resume must be submitted as well. It is the student's responsibility to request this information from the nominee and provide the nominee with the contact information of the Graduate Academic Office. This form cannot be processed until this information is received by the Graduate Academic Office.

Nominee's UFID #:	Nominee's Last Name:	Nominee's First Name:	Nominee's Middle Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select one: This is the nominee's first special appointment.
 This nominee has had previous special appointment(s).

Justification

Provide a brief explanation as to what special qualifications the nominee 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's Name (Typed or printed):

Committee Chair Signature _____

Date _____

Revised 12.17.21