

NOTE

Termination of Appointment

Faculty members, whose graduate faculty status has been terminated due to retirement, relocation, etc., may complete outstanding student examining committee and advising assignments if they wish to do so. A memo stating this wish must be signed by the faculty member and student alike, and filed in the student's file in the program office. For faculty members who have relocated, any costs associated with returning to the campus to complete such assignments must be borne by the individual faculty member or the department. The GPC updates the GER after all committee responsibilities have been fulfilled. Memo will be filed with program/department.

[Both Committee Member and Student will need to sign and date this memo]

TO: **DGS name**
Director of Graduate Studies, **Graduate Program Name**

FROM: **Student name**, Graduate Student, **Graduate Program Name**
and
Dr. **Name**, Department of

DATE: April 13, 2021

SUBJECT: Continuation of advising/committee member role upon departure from UMN

Student name and **Dr. Name** agree to continue their **advisor/committee member** responsibility relationship after **Dr. Name** leaves their position at the University of Minnesota. **Dr. Name** will have **advisor/committee member** responsibilities until **Month and Year**.

[Student should provide 3-4 sentences on how this committee member supports their research and why they will continue to serve on their committee.]

[If this is an advisor continuation letter, please provide a statement about the student's future funding to complete program.]

Dr. Name understands that any costs associated with returning to the campus to complete such committee assignments must be borne by the individual faculty member or the department.

cc: Student's advisor (as necessary)
GPC