**GRADUATE FACULTY AND ENDORSE TO CHAIR RULES**

**Name:**

**Home unit:**

**Date submitted:**

Faculty are able to request to serve as chair for EE students provided that they meet the following requirements. Applicants must provide the information below along with their CV to the Graduate Program Chair to review.

**To serve as a Graduate Faculty member for Electrical Engineering students:**

1. Must have a PhD in EE or a related area.
2. Must have a track record of refereed publications.
3. Must hold tenure (or a tenure-track) position or hold a research professorship in IAFSE.
4. Must be involved in the electrical engineering student thesis research.

**Faculty who are seeking approval to serve as a Graduate Faculty member for Electrical Engineering students but do not have an Electrical Engineering degree must meet the requirements stated above and these additional requirements:**

1. Must have evidence of collaboration with the Electrical Engineering faculty.
2. Must attend future ECEE PhD research chair orientation meetings.
3. Must agree to comply with all Electrical Engineering policies regarding the PhD degree requirements.
4. Must have chaired at least one PhD student in their own discipline.
5. Faculty members from outside of Electrical Engineering who serve as dissertation chairs are expected to arrange for financial support for the PhD students they supervise. Financial oversight of student support is the responsibility of the research advisor.

**Provide answers to the following criteria:**

1. Must have a PhD in EE or a related area.
   1. **What is your PhD Area?**
2. Must hold tenure (or a tenure-track) position or hold a research professorship in IAFSE.
   1. **What is your current position?**
3. Must be involved in the electrical engineering student thesis research.
   1. **How do you meet this requirement?**
4. Must have evidence of research funding in the past.
   1. **Describe your research funding.**
5. Must have evidence of collaboration with the Electrical Engineering faculty.
   1. **Describe the collaboration here.**
6. Must agree to comply with all Electrical Engineering policies regarding the PhD degree requirements.
   1. **State your agreement here.**
7. Must have chaired at least one PhD student in their own discipline.
   1. **List at least one student here.**
8. Faculty members from outside of Electrical Engineering who serve as dissertation chairs are expected to arrange for financial support for the PhD students they supervise. Financial oversight of student support is the responsibility of the research advisor.
   1. **Describe how you will financially support your EE graduate students.**

While your application is under review, please familiarize yourself with the Electrical Engineering handbook (<https://ecee.engineering.asu.edu/graduate-program-handbook/>), paying special attention to the PhD degree requirements (courses, credits, qualifying exam, comprehensive exam, and dissertation defense requirements). You should also familiarize yourself with the ECEE Advising staff (<https://ecee.engineering.asu.edu/academic-advising/>), paying special attention to the Assistant Director of Academic Services’ and Graduate Advising Staff’s contact information.

Once you have received approval from the Graduate Program Chair, please initiate the Graduate College [Nomination to join PhD Graduate Faculty](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=2d53f0e8-577f-4a3a-ba63-552de5eea3a4&env=na2&acct=f0e30210-b43f-4eb7-b8ac-1980b8b55b3b&v=2). Below is information you will need to complete the form:

* Head of the Academic Unit or Authorized Signer Name and Email
  + Name: Joseph Palais
  + Email: [Joseph.Palais@asu.edu](mailto:Joseph.Palais@asu.edu)
* Your personal information and upload your CV
* Program Information
  + Name of Program: Electrical Engineering PhD
  + Plan Code: ESEEPHD
  + Program Head Email: [Joseph.Palais@asu.edu](mailto:Joseph.Palais@asu.edu)
  + Endorsement Level: (select level that you are approved for)
* If your current rank is below Assistant Professor, you will need to provide additional justification.