PATFA Graduate Committee Service Form

University of Maine

Use this form for any PATFA faculty member doing substantial work on a graduate thesis or dissertation committee in a given fall or spring semester. Committee assignments for PATFA faculty are exceptional. Ordinarily, graduate students’ committees are populated by full-time faculty.

Submission of the completed, signed form is the obligation of the department chair or school director. By signing, the chair/director affirms that the PATFA member did substantial work as a member of an active thesis or dissertation committee for a registered student during the semester at issue. Completed forms must be submitted to the College Dean’s Office **no later than November 30 (fall semester) or April 30 (spring semester)**.

The Dean's Office will forward the form to the Graduate School, which will notify the department of the payment amount required. The department is responsible for initiating payment through the SmartSheet payroll system **and** for covering the cost of compensation. In case of a PATFA member working on committees for students in multiple units, within or beyond a single college, the cost will be shared proportionally across units. There is a single payment at the member’s 1-cr. hour rate per semester regardless of the number of committees on which the member does work in a semester.

The PATFA collective bargaining agreement is at <https://www.maine.edu/human-resources/labor-relations/>; see Article 19.

**Office use only**

Dean’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit hour rate: \_\_\_\_\_\_\_\_

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Graduate school approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proportional cost break-out

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_

**CC completed form to Dean’s Office and all departments**

*Form updated 11-2-22***.**

Semester:       Faculty member’s name:

Student’s name:       Student’s department:

Student’s name:       Student’s department:

Student’s name:       Student’s department:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signature of PATFA member

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signature of chair/director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signature of chair/director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signature of chair/director