

# Guide for Non-Chemistry Faculty with Chemistry Graduate Students

September 17, 2014 (most recent update February 26, 2026)

This one-page sheet is intended for faculty outside of Chemistry regarding Chemistry students in their research groups. Detailed information can be found in the Department of Chemistry Graduate Manual:

<https://www.chemistry.illinois.edu/grad-manual>

## *Requirements Before the Chemistry Student Can Join the Non-Chemistry Research Group*

### **Proposed Thesis Research / Advisor of Record**

Non-Chemistry faculty advisors (neither 0–100% Chemistry nor affiliate) must submit a brief (<500 words) research proposal for approval, validating a significant chemistry component in the project. The student must secure the formal agreement of an appropriate “advisor of record” (AOR) who is tenured and has a 50–100% Chemistry appointment.

### **Funding**

Non-Chemistry advisors are required to provide proof of funding to support the Chemistry student in all summers of years 1+ and all fall/spring semesters of years 3+. TA positions in years 3+ are approved only in rare cases. When a Chemistry graduate student on a Chemistry-sponsored fellowship joins the group of a non-Chemistry advisor, that advisor is required to pay the base salary of the student throughout the duration of the fellowship, unless a non-Chemistry fellowship defrays that cost. The student shall not benefit financially beyond the ordinary benefits of the Chemistry-sponsored fellowship.

## *Information for After the Chemistry Student Joins the Non-Chemistry Research Group*

### **Ph.D. Program Benchmarks**

Literature Seminar (Year 2):	Student seminar on a topic from current literature, distinct from the student’s developing topic of thesis research, including a public oral presentation.
Oral Prelim Exam (Year 3):	Oral exam to assess student’s progress in research.
Original Research Proposal (Year 4):	Orally defended original research proposal (ORP) on a topic distinct from the student’s thesis research. A written ORP document is included.
Final Exam (final semester):	Final seminar on student’s Ph.D. thesis research.

### **Committee Identification**

Students in Chemistry identify their thesis (prelim/final exam) committees by the end of the first year. The committee must include at least two 50+% Chemistry faculty, one of whom shall be the AOR and committee chair.

### **Thesis Research: CHEM 599**

All Chemistry students register for CHEM 599, not credit in the advisor’s home department. The CRN should be that of the Chemistry AOR, not the faculty advisor outside of Chemistry.

### **Teaching**

Students in the Department of Chemistry are required to teach for their first two semesters unless on a full fellowship. Students in the second year may be either RA or TA. Requests for students to TA in the third year or later (in any unit, Chemistry or other) require formal approval from the department head or delegate and are rarely granted.

### **Annual Graduate Student Reviews**

Every advisor and student in the Department of Chemistry are required to conduct an online annual review of the student. The process begins in late spring. The non-Chemistry advisor, not the Chemistry AOR, is responsible for performing this review. Noncompliance by the non-Chemistry advisor will result in losing the privilege of supervising future Chemistry students.

# Internal Chemistry Petition

Last Name, First Name	
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UIN		Email		Date	
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Term of Admission	
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**I am asking to join a group of an Advisor outside of the Chemistry Department.  
Please provide a complete explanation of why this exception should be considered:**

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Student Signature		Date	
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**Proposed Advisor Comments and Signature:**

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Advisor Signature		Date	
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**Advisor of Record Comments and Signature:**

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Advisor Signature		Date	
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**Area B&O Written Approval and Signature:**

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Area B&O Signature		Date	
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**Complete research plan must be attached to this petition for consideration by the Department.**