

Graduate Council Policy and Procedures Subcommittee
March 20, 2008
8:30 a.m., MH 243

AGENDA

- 1) Welcome and call to order
- 2) Approval of the minutes from March 6, 2008
- 3) Graduate Faculty Qualifications
- 4) Announcements and adjournment
- 5) Next meeting: April 3, 2008, MH 243

Graduate Faculty Membership Qualifications

Questions to tackle:

- Basic structure of the document
- Role of the Thesis/Dissertation advisors/chairs
 - Thesis/Dissertation advisors/chairs treated similarly?
 - Responsibilities:
 - Academic advisement
 - Procedural advisement
 - Role of “outside” member
- Types of Faculty to consider
 - **UCF faculty**
 - Well-defined thresholds
 - not Graduate Faculty/Associate Graduate Faculty/Full Graduate Faculty
 - classes and cmt membership/chairing an advisory cmt
 - **Non-UCF faculty**
 - Terminology: Visiting Graduate Faculty, Affiliated Graduate Faculty
 - **Intermediate level faculty: retired/emeritus**
- Role of the Graduate Council and Graduate Dean
 - Approval of appointments

Example highlights to consider from other Universities:

Review policy:

- “with a provision for no further reviews for individuals who have been graduate faculty members for 10 years or more” Howard U.

Non-standard University Faculty:

- “Visiting Faculty” Texas A & M, Commerce
 - “The University will recognize the graduate faculty status that the visiting scholar holds at his/her home institution. Anyone not affiliated with an institution of higher education will be evaluated on an individual basis to determine Associate or Senior Visiting Scholar status.”
- “... it is permissible to have one committee member be someone who is not affiliated with the graduate faculty (a provision that allows relevant expertise to be present from industry, other educational institutions, or business).” Northern Illinois U.
- one non-Graduate Faculty member permitted; can be chair; if chair, requires a Graduate Faculty co-chair. Stanford U.
- nomination process for “Special Membership” (with formal paperwork). U. Michigan

Approval:

- “Specific criteria ... are developed by that department. ... Those criteria [determined by the department] are shown to the Graduate Council for approval...” Northern Illinois U.

- Credentials committee (of the Graduate Council). U. Tennessee, Knoxville

Appeal procedure: Northern Illinois U

University-Wide Minimum Qualifications for Participating in Graduate Education

The institution of the following set of qualifications is intended to enhance graduate education at UCF and to certify the credentials of faculty who contribute to graduate programs. Graduate education requires the availability of highly competent individuals who possess specialized skills, and who are willing to share their competence. Therefore the university is committed to encouraging, facilitating, and rewarding interdisciplinary, multi-disciplinary, and cross-disciplinary educational and scholarly activities. Appointments of faculty and staff members in more than one department, school, Center/Institute, or college are encouraged as a way to further this objective.

Section A establishes the mechanism of appointing Graduate Faculty.

Section B establishes the roles of the Graduate Faculty.

Section C establishes the minimum qualifications for the various roles in graduate education.

Section D establishes additional guidelines.

A.1: Graduate Program Committees

Each graduate program will be administered by a Graduate Program Committee consisting of faculty members who participate in the program. An active Graduate Program Committee is required for each graduate program in order to provide program oversight and to ensure that the qualifications of contributing individuals are appropriate for participation in graduate education. Graduate Program Committee members are appointed in accordance with established department/school procedures and the qualifications established in this document.

A.2: Qualifications for Serving on Graduate Program Committees

Faculty members who are tenured or tenure-earning and who have served as thesis or dissertation advisors, **who have served as thesis or dissertation committee members (?), or (?)** who have had experience teaching graduate classes, may serve on Graduate Program Committees **Q1**. The chair of the Graduate Program Committee, appointed by the department chair/unit director, will be the Graduate Program Director.

B.1: The Graduate Faculty

The Graduate Faculty will comprise Full Graduate Faculty members and Associate Graduate Faculty members. The roles of the Graduate Faculty are to teach graduate courses, serve as members of thesis and dissertation committees, and serve as faculty advisors for thesis and dissertation students and chair thesis and dissertation advisory committees. Appointment to the Graduate Faculty will be determined by the Graduate Program Committee appropriate for the duties of individual faculty members, **and verified (?) by the Graduate Dean**. Newly hired tenured and tenure-earning faculty may have their qualifications to serve as Graduate Faculty reviewed as part of the search and appointment process. **Qualified faculty members may be eligible to serve the Graduate Faculty functions for which they are qualified in more than one graduate program (moved from a specific section to this more general section).**

B.2: Associate Graduate Faculty

Associate Graduate Faculty may teach graduate courses and serve as members of thesis and dissertation committees.

B.3: Full Graduate Faculty

Full Graduate Faculty may serve all of the roles of Associate Graduate Faculty and, in addition, may serve as a faculty advisor for a thesis or dissertation student and chair a thesis or dissertation advisory committee.

B.4.1: Faculty Emeriti

Emeritus faculty **can continue to be members of the Graduate Faculty**. Emeritus faculty can continue serving as faculty advisors and supervise existing students for **xxx** years with the approval of the academic unit (**Graduate Program Committee?**). Once they have left the institution (either by retirement or post-DROP), emeriti faculty **should not agree to may not** advise additional students, but may continue to serve on thesis and dissertation committees as a member or co-chair for as long as they remain active with the institution.

B.4.2: Retired Faculty

Retired faculty who are not emeriti faculty **may not continue to be members of the Graduate Faculty**. Retired faculty may be eligible to serve as members or co-chairs of Thesis or Dissertation Advisory Committees as qualified individuals from outside the university. **I suggest that we change this to "Graduate Faculty members who retire may continue their service on advisory committees for one year. Retired faculty who wish to continue serving on an existing committee as a member or co-chair may do so with approval of the academic unit. Those who wish to continue serving as a member of a new committee beyond this period may do so with approval of the academic unit."**

C.1: Qualifications - General

1. The qualifications of individuals must be approved by the department chair/unit director after a review and approval of the individual's credentials by the Graduate Program Committee.
2. For individuals in the process of obtaining a terminal degree, certification by the Division of Graduate Studies that all requirements for the degree have been met will be treated as equivalent to possession of the degree.
3. No graduate students or post doctoral research associates at UCF may be appointed as a member, co-chair or a chair of a Thesis or Dissertation Advisory Committee.

C.2: Qualifications to Teach Graduate Courses

Individuals must be approved to teach graduate level courses (5000 or above) by the department chair/unit director after a review and approval of the individual's credentials by the Graduate Program Committee.

1. Persons approved for teaching graduate level courses must hold a terminal degree in the discipline in which they are teaching or in a related discipline and demonstrate a high level of competence in teaching and scholarship.
2. Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when approved by the Graduate Program Committee and the department chair/unit director.
3. No graduate student may teach graduate courses.

4. Joint, Secondary Joint, and Courtesy appointments are eligible to teach graduate level courses, provided they meet the above list of qualifications, and their course assignments are approved by the Graduate Program Committee.

C.3: Qualifications for Serving as a Member of an Advisory Committee

To serve as a member of a Thesis or Dissertation Advisory Committee, individuals must be approved by the Graduate Program Committee.

The criteria for those serving as a member of a Thesis or Dissertation Advisory Committee include:

1. Evidence of current interest and involvement in scholarly research or creative productivity. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, and national advisory and review panels.
2. Possession of the terminal academic degree in a field related to the topic of the thesis or achievement of recognition for substantive and distinctive contributions to the discipline involved as determined by the Graduate Program Committee.
3. Joint, Secondary Joint, and Courtesy appointments may serve as members of Thesis or Dissertation Advisory Committees provided they meet the above qualifications.
4. Individuals who are not tenured or tenure-earning but whose primary appointment is at UCF, whether in a department, Center, or affiliated unit, are eligible to serve as Advisory Committee members upon approval by the Graduate Program Committee.
5. Qualified individuals from outside the university may be eligible to serve as members of Advisory Committees with the approval of the Graduate Program Committee.

C.4: Qualifications for Serving as Co-Chair of a Thesis or Dissertation Advisory Committee

To serve as the co-chair of a Thesis or Dissertation Advisory Committee, individuals must be approved by the Graduate Program Committee and meet all of the above qualifications to serve as members of an Advisory Committee. In addition:

1. Appointment as a tenured or tenure-earning departmental (?) faculty member at UCF, OR
2. Joint and Secondary Joint appointments may be eligible to serve as co-chairs of Thesis or Dissertation Advisory Committees, OR
3. Individuals who are not tenured or tenure-earning but whose primary appointment is at UCF, whether in a department, Center, or affiliated unit, may be eligible to serve as co-chairs of Thesis or Dissertation Advisory Committees, provided they meet the above qualifications and a qualified UCF faculty member in the graduate program serves as co-chair.
4. Qualified individuals outside the university may be eligible to serve as co-chairs of Thesis or Dissertation Advisory Committees if they have courtesy or affiliate status and provided they meet the above qualifications. This deserves serious debate.

C.5: Qualifications for Serving as a Chair of Thesis or Dissertation Advisory Committee

To serve as the chair of a Thesis or Dissertation Advisory Committee, individuals must be approved by the Graduate Program Committee and meet all of the above qualifications to serve as members and co-chairs of Thesis or Dissertation Advisory Committees. In addition:

1. Appointment as a tenured or tenure-earning departmental (?) faculty member at UCF either as primary, Joint or Secondary Joint appointments may be eligible to serve as chairs of Thesis or Dissertation Advisory Committees provided they are approved by the Graduate Program Committee.
2. For those not possessing a terminal academic degree in a field related to the topic of the thesis or dissertation, documented exceptional experience and scholarly or creative activity should be approved by the Graduate Program Committee and the department chair/unit director. Question: the thesis language provided a way to qualify without the terminal degree but the dissertation language did not. Do we want another way to qualify or should this be designated a "special member" for purposes of graduate faculty and approved one by one? Don't they need this for point 1?
3. In disciplines where funding is essential to the success of the dissertation work, evidence of acquiring funds sufficient to support the research of graduate students is expected.
4. Previous experience in serving as a member of an advisory committee or in the teaching, advising, or direction of students at the graduate level. An important consideration, when applicable, is the success of prior graduate students mentored by the faculty member.

Graduate Program Committees may specify additional guidelines for service as chair of Thesis or Dissertation Advisory Committees.

D.1: Term Limits for Thesis and Dissertation Advisors

Individual qualifications for serving as a chair, co-chair or member of Thesis or Dissertation Advisory Committees will be reevaluated by the Graduate Program Committee at the time of the periodic University Program Review or sooner, as deemed appropriate by the Graduate Program Committee. At that time, individuals must re-submit their credentials to the Graduate Program Committee if they wish to have their qualifications reconsidered.

D.2: Guidelines for When a Thesis or Dissertation Advisory Committee Member Leaves UCF

A Dissertation Advisory Committee member who leaves UCF may be eligible to continue serving on the committee as a qualified individual from outside the university.

D.3: Guidelines for When a Thesis or Dissertation Advisory Committee Chair Leaves UCF

In the event that a chair of a Thesis or Dissertation Advisory Committee leaves the employ of the university:

1. With the approval of the Graduate Program Committee, a chair of a Thesis or Dissertation Advisory Committee who leaves UCF may continue to serve as chair and supervise the thesis for one calendar year after leaving.
2. If one calendar year has passed since the faculty member left UCF and the advisee has not yet completed the degree requirements, the departed faculty member may continue to serve as co-

chair of the Thesis or Dissertation Advisory Committee as a qualified individual from outside the university; however, a new co-chair from the student's department (or college, if a college-wide program) must be designated.

D.4: Minimum responsibilities of Graduate Faculty who supervise dissertation students

1. To inform the student of all regulations governing the degree sought (isn't this the role of the Program Director?)
2. To meet immediately after appointment (whose?) to review the qualifications of the student isn't this the role of the Candidacy Committee?) and to discuss and approve a program of study

Alternate: To meet with the student and approve a program of study no later than upon advancement to candidacy.
3. To meet at regular intervals to discuss and approve the proposed dissertation research and the plans for carrying it out
4. To meet once per year with the student and the Thesis or Dissertation Advisory Committee to assess progress towards the dissertation and give the student a yearly letter of evaluation in addition to S/U grades awarded for 7980 courses. The chair should write this letter and send it to Graduate Studies after consultation with the advisory committee.
5. To conduct the candidacy examination. The entire committee must be present for the oral part of the examination and it must be conducted on campus, unless there is an accepted joint degree program with another university that specifies a different arrangement that has been approved by the university.
6. To conduct the final oral examination to assure: (1) that the dissertation is acceptable as original research and a contribution to the discipline; and (2) that it meets the standards of the university. No fewer than four faculty members, including all members of the advisory committee, shall be present with the student during the examination. Only members of the advisory committee may sign the dissertation and a majority must approve of the dissertation. The final oral defense must be conducted on campus, unless there is an accepted joint degree program with another university that specifies a different arrangement that has been approved by the university.

E.1: Exceptions to This Document

Any appeal for exception to the minimum qualifications contained in this document must be referred to the University Graduate Council.

Definitions

1. Adjunct - A temporary appointment paid from OPS. Such appointment is for one academic term at a time and is ordinarily paid on a course basis. Adjunct appointments may not be for more than 50% of the time throughout an academic year or full-time for more than twenty-six weeks of a fiscal year, unless approved by the Chief Administrative Officer.
2. Affiliate – An appointment when a person participates in some functions of other academic departments/units, that are not covered by Joint, Secondary Joint or Courtesy appointments.
3. Clinical – An appointment in conjunction with a professional position in a hospital or other clinical environment.
4. Courtesy – An unpaid appointment of persons from outside the university, or from non-academic units within the university. Such appointments may include special academic privileges such as voting in departmental affairs, but may or may not involve other University affiliation.
5. Emeritus – An honorary title that may be conferred at retirement in recognition of distinguished service.
6. Graduate Faculty – The Graduate Faculty comprises Full Graduate Faculty members and Associate Graduate Faculty members.

Associate Graduate Faculty – Graduate Faculty members who may teach graduate courses and serve as members of thesis and dissertation committees.

Full Graduate Faculty – Graduate Faculty members who may serve all of the roles of Associate Graduate Faculty and, in addition, may serve as a faculty advisor for a thesis or dissertation student and chair a thesis or dissertation advisory committee.
7. Honorary/Honoris Causa – An unpaid appointment of an individual having distinction and honor in his/her field, but who does not possess the normal requirements for the position.
8. Interim – A limited time appointment to a position primarily assigned administrative duties.
9. Joint – A paid or unpaid appointment of a faculty or staff member when the person is regularly participating in the teaching, research, and/or graduate supervision responsibilities of more than one academic department/unit. Payment of the appointee's salary may be shared by all units in which appointment is held.
10. Joint College - an appointment to a college/unit administered jointly by more than one University. Although appointed and employed by only one of the participating universities, each person so designated is considered an employee of the other participating university for purposes of carrying out the teaching, research, and service responsibilities of the college/unit.
11. Multi-Year – An appointment that extends beyond one academic or fiscal year.
12. Phased Retirement – An appointment under the provisions of the Phased Retirement Program.
13. Provisional – An appointment of a person who is not fully qualified, but who is expected to acquire such qualifications in a short period of time.
14. Regular – A continuing appointment or an original temporary appointment expected to be followed by a continuing appointment. The modifier is not (normally) included in the title.
15. Research – An appointment when the person is engaged primarily in research.

16. Secondary Joint– An appointment of a faculty or staff member to an unpaid position in a secondary unit or units so that the person is participating in the teaching, research, and/or graduate supervision responsibilities of more than one unit.
17. Visiting – An appointment of a person having appropriate professional qualifications, but not expected to be available for more than a limited period of time, or to a position which is expected to be available for a limited period of time.

Questions to be answered

The BIG ones:

- 1) qualified individuals from outside the university: members of the Grad Faculty or not? Institute a category of "Visiting Faculty"? Define roles of Visiting Faculty.
- 2) As written, although there are only 2 levels of Graduate Faculty, there are actually 4 levels of service: teaching, committee membership, co-chairing, and chairing. The Program Committees can approve the different levels of service, but there are no categories that they can drop these approvals into.
- 3) Service as co-chairs? Does one member have to be a full chair?
- 4) Do chairs (co-chairs) need to be departmental faculty rather than generic UCF faculty (unless otherwise approved by the program committee)
- 5) Clarify the role of the Graduate Dean.

Other questions to consider:

Should Assoc. Grad Faculty decide who will be Full Grad Faculty?

Meaning of membership: (1) Is associate membership the ability to teach only, or teach and serve as a member? THE LATTER. (2) Is the full graduate faculty the ability to supervise only, or the ability to supervise and serve as a member? THE LATTER

Clarify the responsibilities – we have started with the UF draft of this.

Define the role of the outside member – is the outside member in the discipline? Separate and only there for procedural matters? Outside the university and if so are they are member of the dissertation committee or just a reader who provides additional input?

Is the outside member a person who meets normal qualifications for graduate faculty always? If allowances are made, is there a way to designate them a "special member" where the specialness is handled separately by exception and for a limited duration?

Are there conflict of interest statements that we want to add about possible outside members who are funding the research that will result in the dissertation?

Clarify the membership of the advisory committee based on above discussions.