

Graduate Council Policy and Procedures Subcommittee
April 24, 2008
8:30 a.m., MH 243

AGENDA

- 1) Welcome and call to order
- 2) Approval of the minutes from April 17, 2008
- 3) Report on graduate certificates for the years of 1998, 2001, and 2004
- 4) Continue discussion on Graduate Faculty Qualifications
- 5) Announcements and adjournment: No additional scheduled meetings until fall.

University-Wide Minimum Qualifications for Participating in Graduate Education

The institution of the following set of [guidelines and](#) 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. As 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~~ [procedures for review, renewal and termination of appointments to the graduate faculty.](#)

[Section E establishes minimum responsibilities for the various members of thesis and dissertation advisory committees.](#)

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 are members of the graduate faculty may serve on graduate program committees. The graduate program director will be the chair of the graduate program committee.

B.1: The Graduate Faculty

The graduate faculty will comprise full graduate faculty members, ~~and~~ associate graduate faculty members, [and adjunct 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. 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 graduate faculty members may be eligible to serve in more than one graduate program.

B.2: Associate Graduate Faculty

Associate graduate faculty [are permanent graduate faculty appointees who](#) may teach graduate courses and serve as members of thesis and dissertation committees.

B.3: Full Graduate Faculty

Full graduate faculty [are permanent graduate faculty appointees 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.

~~Section B.4: Adjunct Graduate Faculty~~

~~UCF courtesy appointees and other qualified individuals~~~~It is important to have outside members of graduate student advisory committees to bring expertise in the discipline and recognition to the university.~~ ~~Adjunct graduate faculty~~ from outside the university may serve as adjunct graduate faculty in temporary graduate faculty roles confined to specific, well-defined graduate faculty assignments. Appointment of ~~adjunct graduate faculty~~ will be based on exceptional relevant experience and scholarly or creative productivity, as determined by the graduate program committee. ~~Adjunct graduate faculty may serve as outside members of thesis or dissertation committees or participate in the teaching of graduate courses.~~ ~~members are either from outside the university or have courtesy appointments at UCF.~~ It is expected that ~~adjunct faculty members will have the ability and interest in attending the various committee meetings associated with serving as an outside member of a thesis or dissertation committee.~~ ~~Adjunct graduate faculty should~~ ~~may not be involved in funding paying directly for the research being conducted by a graduate student nor have a monetary interest in the outcome of the research.~~ ~~Adjunct graduate faculty may teach graduate courses and serve as outside members of thesis or dissertation committees~~

~~[and in some instances, as deemed appropriate by the graduate program committee, may serve as co-chairs of thesis and dissertation committees. (associate faculty can't do this – why should adjunct?).]~~

~~[It is important to have outside members of graduate student advisory committees to bring expertise in the discipline and recognition to the university.]~~

~~[It is expected that adjunct faculty members will have the ability and interest in attending the various committee meetings associated with serving as an outside member of a thesis or dissertation committee.]~~

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.

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~~ adjunct graduate faculty 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 and the department chair/unit director.

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, ~~and be~~ subject to verification and/or approval by the graduate dean.

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 and secondary joint appointments~~ and adjunct graduate faculty may serve as members of thesis or dissertation advisory committees provided they meet the above qualifications. ~~Add something on courtesy appointments?~~
3.
4. Qualified 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 and appointed as visiting adjunct graduate faculty 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 department/unit 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.

~~3.4. Adjunct graduate faculty may be eligible to serve as co-chairs, at the discretion of the graduate program committee.~~

~~4. Add something on courtesy appointments?~~

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 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 a~~ master's degree thesis or doctoral dissertation, there shall be documented exceptional experience and scholarly or creative activity which is approved by the graduate program committee and the department chair/unit director. A person not possessing a terminal academic degree in the field related to the topic of ~~the a~~ doctoral dissertation shall not serve as chair of a doctoral dissertation committee.
3. In disciplines where funding is essential to the success of the dissertation work, evidence of acquiring funds (and appropriate facilities) sufficient to support the research of graduate students is expected.
4. ~~For doctoral committees, P-previous ious~~ experience in serving as a member of ~~an~~ thesis or dissertation advisory committee is a prerequisite to serving as a chair of a ~~thesis or~~ doctoral dissertation advisory committee.

Graduate program committees may specify additional guidelines for service as chair of thesis or dissertation advisory committees.

D.1: Re-evaluation of Graduate Faculty Status

Individual qualifications for serving as graduate faculty will be re-evaluated by the graduate program committee at the time of the periodic university program review or sooner, as deemed appropriate by the graduate program committee or at the request of the Graduate Dean. At that time, individuals must re-submit their credentials to the graduate program committee if they wish to have their qualifications appointment reconsidered/renewed qualifications reconsidered.

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

A dissertation advisory committee member who leaves UCF may be eligible to continue serving on the committee as an adjunct graduate faculty member ~~qualified individual from outside the university~~ as determined by the graduate program committee.

D.3: Guidelines for a Thesis or Dissertation Advisory Committee Chair Who 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~~ an adjunct graduate faculty member with approval of the graduate program committee; however, a new chair from the student's department (or college, if a college-wide program) shall be designated.

D.4.1: Faculty Emeriti

Emeritus faculty can continue to be members of the graduate faculty and ~~emeritus faculty~~ can continue serving as faculty advisors and supervise existing students for a designated period of time with the approval of the graduate program committee. Emeriti faculty may not chair additional student committees, 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.

D.4.2: Retired Faculty

Graduate faculty ~~members~~ who retire may continue service on advisory committees as adjunct graduate faculty ~~a qualified outside member~~ for a designated period of time as approved by the graduate program committee.

DE.15: Minimum responsibilities of members of advisory committees Graduate Faculty Committees supervising dissertation students

- ~~1. In cooperation with the program director, to meet immediately after appointment and early in the program, to review the program of study, the research, and all other degree requirements.~~
- ~~2. To meet at regular intervals at least once per year to: (i) discuss and approve the proposed dissertation research and the plans for carrying out research; and (ii)-~~
- ~~3.1. To meet once per year with the student and the 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 shall write this letter and send it to the program director and the Division of Graduate Studies after consultation with the advisory committee.~~
2. To review Turn-It-In.com results from dissertation submittals.
- ~~4.3. To conduct the candidacy and/or dissertation prospectus examination. The entire committee shall be present for the oral part of the examination and it shall be conducted on campus, unless there is an accepted arrangement that has been approved by the graduate program committee.~~
- ~~5.4. To conduct the final oral examination to assure: (i) that the dissertation is acceptable as original research and a contribution to the discipline; and (ii) 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.

~~6.—It is the responsibility of the committee chair to coordinate the ongoing efforts of the committee.~~

~~7.—To review TII.com results from dissertation submittals.~~

DE.62: Minimum Responsibilities for Co-Chair of the chair or co-chair of advisory committees

- ~~1. In cooperation with the program director, to review the program of study, the research, and all other degree requirements by meeting with the student early in the program and immediately after appointment as chair/co-chair and early in the program, to review the program of study, the research, and all other degree requirements.~~
- ~~2. To suggest to the student possible committee members who could serve on the advisory committee. To establish timelines for the research, set expectations, and evaluate the student progress based upon these.~~
- ~~3. To meet at regular intervals with the student to discuss the proposed dissertation research and the plans for carrying out research.~~
- ~~4. To review in a timely manner all written materials submitted by students and offer ing-suggested revisions.~~
- ~~5. To meet once per year with the student and the 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 shall write this letter and send it to the program director and the Division of Graduate Studies after consultation with the advisory committee.~~
- ~~6. To review TII.com results from dissertation submittals. To coordinate the ongoing efforts of the committee as its chair, and to participate fully in the responsibilities of the committee members as a member of the advisory committee.~~
- ~~7. To chair the candidacy and/or dissertation prospectus examinations. The entire committee shall be present for the oral part of the examination and it shall be conducted on campus, unless there is an accepted arrangement that has been approved by the graduate program committee.~~
- ~~8. To conduct chair the final oral examination, ensure its proper conduct as described above, and submit to the program director for the student's records a 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. All necessary grades, forms and other materials must be sent by the chair to the program director for the student's records.~~

D.7: Responsibilities for Members — Academic Committee

E.1: Exceptions to This Document

Any appeal for exception to any part of this document shall be referred to the graduate program committee. [\(does GS want to see the exceptions?\)](#)

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.