

**Graduate Policy Committee
November 30, 2011
1:30 – 3:00, MH 327**

AGENDA

- 1) Welcome and call to order
- 2) Discussion of Graduate Faculty/Graduate Faculty Scholar status policy
 - a) Vice chair
 - b) Specification of assignment language for Graduate Faculty Scholars (B.4)
 - c) Inclusion of definitions of roles
 - d) Criteria distinguishing Assoc from Full Graduate Faculty
 - e) Nomenclature of categories
- 3) Student Bill of Rights – introductory discussion
- 4) Adjournment

Policy Committee:

Jeffrey Bedwell, COS Psychology
Juli Dixon, CEd School of Teaching, Learning and Leadership
Jim Moharam, chair, COPP Optics and Photonics
Alejandro Sepulveda, CECS Industrial Engineering and Management Systems
Gerald Smith, COHPA Health Professions
Jacqueline Byers, CON Nursing
Linda Colding, Libraries Reference
Steven Ebert, COM Biomedical Sciences
Paul Rompf, RCHM Hospitality Services
Eladio Scharron, CAH Music
Axel Stock, CBA Marketing
Nicole Owens, student representative Sociology
Patricia Bishop, CoGS *ex officio*
Michael Stern, CoGS liaison

A.1: Faculty Roles in Graduate Education (note: we will advance the lettering of all the subsequent sections if adopted)

Faculty involved in graduate education comprise members of the Graduate Faculty (Sections B.1-B.3) and Graduate Faculty Scholars (Section B.4). These faculty may be eligible to assume the following roles as part of their involvement in graduate education:

- Instructor of record for graduate-level courses (graduate teaching)
- Member of an advisory committee
- Chair of an advisory committee: A chair of an advisory committee oversees all of the administrative functions of an advisory committee. In the vast majority of cases, the chair will also be the advisor of the scholarly activities of the student.
- Co-chair of an advisory committee: a co-chair is a member of an advisory committee who shares with the chair in the scholarly advisory activities of the student. In cases in which a Graduate Faculty Scholar oversees the day-to-day scholarly activities of the student, the Graduate Faculty Scholar will be appointed as a co-chair of the advisory committee.
- Vice-chair of an advisory committee: A vice-chair serves as a voice of experience in advisory committees. A vice-chair must be appointed to committees in which the chair has no prior experience serving on advisory committees. To be appointed as a vice-chair, the committee member must be a Full Graduate Faculty member who has prior experience serving on at least one advisory committee that has successfully graduated a student.

Descriptions of the responsibilities of members and chairs of advisory committees are detailed in Section D.

Graduate Faculty and Graduate Faculty Scholars

~~Original Draft~~ Policy: 12-1.1.40

See 2011-2012 Graduate Catalog: College of Graduate Studies/Graduate Faculty and Graduate Faculty Scholars
http://www.graduatecatalog.ucf.edu/content/CollegeOfGraduateStudies.aspx#Graduate_Faculty_and_Graduate_Faculty_Scholars

University-Wide Qualifications for Participation in Graduate Education

Graduate education requires the participation of highly competent faculty who are willing to share their specialized skills and knowledge with graduate students. The following guidelines are intended to outline the credentials necessary for faculty to serve the many different roles they play in graduate education. As the university is committed to encouraging, facilitating, and rewarding interdisciplinary, multi-disciplinary, and cross-disciplinary educational and scholarly activities, service 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 role of the graduate program committees in the process of appointing Graduate Faculty and Graduate Faculty Scholars.
- Section B establishes the roles and qualifications for appointment as Graduate Faculty and Graduate Faculty Scholars.
- Section C establishes procedures for review, renewal and termination of appointments to the Graduate Faculty.
- Section D establishes responsibilities for the various members of dissertation advisory committees.

Programs may set higher qualification standards or additional requirements.

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. Only graduate program committee members with Full Graduate Faculty status may vote on appointments to the level of full graduate faculty.

B.1: The Graduate Faculty

The Graduate Faculty will comprise Full Graduate Faculty and Associate Graduate Faculty members as identified in the graduate catalog. The Graduate Faculty teach graduate courses, serve as members of thesis and dissertation committees, and serve as faculty advisors for thesis and dissertation students and chairs of student advisory committees. Only tenured, tenure-earning, and ranked faculty on multiyear agreements, and ranked university librarians are eligible for appointment to the Graduate Faculty.

Appointment to the Graduate Faculty begins with a nomination by the graduate program committee that is relevant to the graduate education duties of the individual faculty member. The nomination must then be approved by the department chair/unit director for review and appointment by the Dean of the College of Graduate Studies. Qualified graduate faculty members may be eligible to serve in more than one graduate program. Graduate faculty members who are outside of a student's program are eligible to serve as external members of a thesis or dissertation advisory committee.

-Special Graduate Faculty nominations may be made to the Graduate Council at the discretion of the Dean of the College of Graduate Studies.

No graduate student at UCF may teach UCF graduate courses although they may assist with a graduate class where a graduate faculty member supervises the graduate student and the graduate faculty member is the instructor of record. However, this should only be done to further the professional development of the student as part of a Preparing Future Faculty program.

For the appointment of individuals in the process of obtaining a terminal degree, the College of Graduate Studies can certify that all requirements for a degree have been met.

B.2: Associate Graduate Faculty

Associate graduate faculty may teach graduate courses, serve as members and co-chairs of thesis and dissertation committees, and serve as chairs of master's thesis committees. All chairs and co-chairs must be approved by the graduate program committee of the student's program. The qualifications for appointment as Associate Graduate Faculty are:

- Possession of the terminal academic degree in the discipline, or a related discipline, in which they are teaching; or in a field related to the topic of the thesis or dissertation, if serving on a student advisory committee. ~~The faculty member must demonstrate a high level of competence in teaching and scholarship.~~ Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when recommended by the graduate program committee and approved by the department chair/unit director.
- The above are the most important qualifications for those who are only teaching graduate level courses. The faculty member must demonstrate a high level of competence in teaching.

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Associate Graduate Faculty may be designated as “Teaching-Only” if their responsibilities will be restricted solely to teaching graduate courses.

For those serving on student advisory committees, either as members, co-chairs or chairs, further qualifications are:

- Evidence of current interest and involvement in scholarly research or creative productivity.
- Evidence of national or international recognition of 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.
- No personal or financial (including employment) arrangements that may pose a conflict of interest with a student on whose thesis or dissertation committee they serve.
- In disciplines where funding is essential to the success of the thesis or dissertation work, evidence of acquiring funds (and appropriate facilities) sufficient to support the research of graduate students is expected when supervising the student’s research as a chair or co-chair of a committee.
- Graduate program committees may specify additional guidelines for service as chair of master’s thesis advisory committees.

B.3: Full Graduate Faculty

Full graduate faculty may serve in any of the roles of associate graduate faculty, and, in addition, may serve as a chair of a doctoral advisory committee. All chairs and co-chairs must be approved by the graduate program committee of the student’s program. The qualifications are:

- Possession of the terminal academic degree in the discipline, or a related discipline, in which they are teaching; or in a field related to the topic of the thesis or dissertation if serving on a student advisory committee. ~~The faculty member must demonstrate a high level of competence in teaching and scholarship.~~ Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when recommended by the graduate program committee and approved by the department chair/unit director. The faculty member must demonstrate a high level of competence in teaching and scholarship.
- Evidence of current interest and involvement in scholarly research or creative productivity.
- Evidence of national or international recognition of 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.

- Previous experience in serving as a member or co-chair of a thesis or dissertation advisory committee is a prerequisite to serving as a chair of a doctoral dissertation advisory committee.
- No personal or financial (including employment) arrangements that may pose a conflict of interest with a student on whose thesis or dissertation committee they serve.
- In disciplines where funding is essential to the success of the thesis or dissertation work, evidence of acquiring funds (and appropriate facilities) sufficient to support the research of graduate students is expected when supervising the student's research as a chair or co-chair of a committee.
- Graduate program committees may specify additional guidelines for service as chair of thesis or dissertation advisory committees.

B.4: Graduate Faculty Scholars

~~UCF courtesy appointees and o~~Other qualified individuals may serve as graduate faculty scholars in temporary graduate faculty roles confined to specific, well-defined graduate faculty assignments. Graduate faculty scholars play important roles in graduate education at UCF, but their status as graduate faculty scholars is distinct from that of the Graduate Faculty.

- Possession of the terminal academic degree in the discipline, or a related discipline, in which they are teaching, or in a field related to the topic of the thesis or dissertation if serving on a student advisory committee. They must demonstrate a high level of competence in teaching and scholarship. Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when recommended by the graduate program committee and approved by the department chair/unit director.

• The above are the most important qualifications for those who are only teaching graduate courses.

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Graduate Faculty Scholars may be designated as "Teaching-Only" if their responsibilities will be restricted solely to teaching graduate courses.

Graduate faculty scholars may serve as members of thesis or dissertation committees for the purpose of bringing specific disciplinary knowledge to the committee. In instances deemed appropriate by the graduate program committee, graduate faculty scholars may also serve as co-chairs of thesis and dissertation committees, but may not serve as chairs of these committees. For those serving on student advisory committees, either as members or co-chairs, further qualifications are:

- Exceptional relevant experience and scholarly or creative productivity, as determined by the graduate program committee.
- No personal or financial (including employment) arrangements that may pose a conflict of interest with a student on whose thesis or dissertation committee they serve.
- In disciplines where funding is essential to the success of the thesis or dissertation work, evidence of acquiring funds (and appropriate facilities) sufficient to support the research

of graduate students is expected when supervising the student's research as a co-chair of a committee.

It is expected that graduate faculty scholars will attend the various committee meetings associated with serving as a member of a thesis or dissertation committee and will have the means to be present at the final oral defense.

C.1: ~~Re-evaluation of~~ Graduate Faculty ~~Reappointments~~ Status

Individual qualifications for ~~reappointment serving as a~~ Graduate ~~Faculty member~~ will be re-evaluated by the ~~graduate program~~ Review Committee of the Graduate Council. Reappointment evaluations will be conducted 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 Dean of the College of Graduate Studies. At that time, individuals must re-submit their current credentials to the Program Review Committee of the Graduate Council ~~graduate program committee~~ if they wish to have their appointment renewed. Qualifications will be based upon accomplishments since the last program review.

C.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 a graduate faculty scholar with the approval of the graduate program committee.

C.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 graduate faculty scholar, 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.

C.4.1: Faculty Emeriti

Emeritus graduate faculty members may continue to participate in graduate education as a Graduate Faculty Scholar, without the necessity of nomination. With the approval of the graduate program committee, they may continue to serve for a specified period of time as faculty advisors and chairs of committees established prior to emeritus status. 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.

C.4.2: Retired Faculty

Graduate faculty who retire will lose graduate faculty status unless they are nominated by a graduate program committee to continue as a Graduate Faculty Scholar. In this capacity they may continue service on advisory committees as a member or co-chair for a designated period of time, as approved by the graduate program committee.

D.1: Responsibilities of Members of Dissertation Advisory Committees

1. 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) 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.
2. To review Turn-It-In.com results from dissertation submittals.
3. To participate in 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.
4. To participate in the dissertation defense 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 dissertation 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.

D.2: Responsibilities of the Chair (and co-Chair) of Dissertation 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.
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 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 College of Graduate Studies after consultation with the advisory committee.

6. 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 portion 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 attend in person and chair the dissertation defense, ensure its proper conduct as described above, and submit to the program director for the student's records all necessary grades, forms and other materials.

D.3: Responsibilities of the External Committee Member of a Dissertation Advisory Committee

1. External committee membership will entail the full responsibilities of other committee membership as specified in section E1 above, including being present at the final defense.
2. External committee members should bring specific disciplinary knowledge or research expertise to the committee.
3. External committee members may be appointed from outside of the university or outside of the college (if the committee is for a college-wide program). The external committee member may not be affiliated in any way with the department of the committee, such as through joint or secondary joint appointments.
4. Graduate faculty scholars are external members.

E.1: Exceptions ~~to This Document~~

~~Appeal for~~ Exceptions to any part of this document shall may be ~~referred~~ made at the discretion of ~~to~~ the Vice Provost and Dean of the College of Graduate Studies.

Graduate Faculty and Graduate Faculty Scholars

~~Original-Draft~~ Policy: 12-1.1.59

See 2011-2012 Graduate Catalog: College of Graduate Studies/Graduate Faculty and Graduate Faculty Scholars
http://www.graduatecatalog.ucf.edu/content/CollegeOfGraduateStudies.aspx#Graduate_Faculty_and_Graduate_Faculty_Scholars

University-Wide Qualifications for Participation in Graduate Education

Graduate education requires the participation of highly competent faculty who are willing to share their specialized skills and knowledge with graduate students. The following guidelines ~~are intended to~~ outline the minimal credentials necessary for faculty to serve the many different roles they play in graduate education. Programs may set higher qualification standards or additional requirements. As the university is committed to encouraging, facilitating, and rewarding interdisciplinary, multi-disciplinary, and cross-disciplinary educational and scholarly activities, service of faculty and staff members in more than one department, school, center/Institute, or college are encouraged as a way to further this objective.

Faculty engaged in graduate education must possess a terminal academic degree in, or closely-related to, the discipline in which they are teaching, or in a field related to the topic of the thesis or dissertation, if serving on a student advisory committee. Substitution for the terminal degree may be granted with documented relevant exceptional experience and scholarly or creative activity when recommended by the graduate program committee and approved by the department chair/unit director.

For the appointment of individuals in the process of obtaining a terminal degree, the College of Graduate Studies can certify that all requirements for a degree have been met.

No graduate student at UCF may teach UCF graduate courses as the instructor of record. However, a graduate student may assist with a graduate class in which a graduate faculty member is the instructor of record and supervises the graduate student. However, this should only be done to further the professional development of the student as part of a Preparing Future Faculty program.

Members of the Graduate Faculty may have no personal or financial (including employment) arrangements that may pose a conflict of interest with a student on whose thesis or dissertation committee they serve.

This policy has four major sections:

- Section A establishes the role of the graduate program committees in the process of appointing Graduate Faculty and Graduate Faculty Scholars.
- Section B establishes the roles and qualifications for appointment as Graduate Faculty and Graduate Faculty Scholars.

- Section C establishes procedures for review, renewal and termination of appointments to the Graduate Faculty.
- Section D establishes the responsibilities for the various members of dissertation advisory committees.

~~Programs may set higher qualification standards or additional requirements.~~

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. Only graduate program committee members with Full Graduate Faculty status may vote on appointments to the level of full graduate faculty.

B.1: The Graduate Faculty

Tenured, tenure-earning, and ranked faculty on multiyear agreements, and ranked university librarians are eligible for appointment to the Graduate Faculty. The Graduate Faculty will comprise Full Graduate Faculty and Associate Graduate Faculty members, as identified in the graduate catalog. The Graduate Faculty teach graduate courses, serve as members of thesis and dissertation committees, and serve as faculty advisors for thesis and dissertation students and chairs of student advisory committees. ~~Only tenured, tenure-earning, and ranked faculty on multiyear agreements are eligible for appointment to the Graduate Faculty.~~

Appointment to the Graduate Faculty begins with a nomination by the graduate program committee that is relevant to the graduate education duties of the individual faculty member. The nomination must then be approved by the department chair/unit director for review and appointment by the Dean of the College of Graduate Studies. Qualified graduate faculty members may be eligible to serve in more than one graduate program. Graduate faculty members who are outside of a student's program are eligible to serve as external members of a thesis or dissertation advisory committee.

~~-Special Graduate Faculty nominations may be made to the Graduate Council at the discretion of the Dean of the College of Graduate Studies.~~

For the appointment of individuals in the process of obtaining a terminal degree, the College of Graduate Studies can certify that all requirements for a degree have been met.

~~No graduate student at UCF may teach UCF graduate courses although they may assist with a graduate class where a graduate faculty member supervises the graduate student and the graduate faculty member is the instructor of record. However, this should only be done to further the professional development of the student as part of a Preparing Future Faculty program.~~

~~For the appointment of individuals in the process of obtaining a terminal degree, the College of Graduate Studies can certify that all requirements for a degree have been met.~~

B.2: Associate Graduate Faculty

Associate ~~g~~Graduate ~~faeuity~~ Faculty may teach graduate courses, serve as members and co-chairs of thesis and dissertation committees, and serve as chairs of master's thesis committees. All chairs and co-chairs must be approved by the graduate program committee of the student's program. ~~The qualifications for appointment as Associate Graduate Faculty are:~~

~~• Possession of the terminal academic degree in the discipline, or a related discipline, in which they are teaching; or in a field related to the topic of the thesis or dissertation, if serving on a student advisory committee. The faculty member must demonstrate a high level of competence in teaching and scholarship. Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when recommended by the graduate program committee and approved by the department chair/unit director. The above are the most important qualifications for those who are only teaching graduate level courses.~~

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~~Graduate Faculty may be designated as "Teaching-Only" if their responsibilities will be restricted solely to teaching graduate courses. The faculty member must demonstrate a high level of competence in teaching.~~

For Associate Graduate Faculty to those serving on student advisory committees, either as members, co-chairs or chairs, ~~further qualifications are they must have some documented: e~~

~~• Evidence of current interest and involvement in scholarly research or creative productivity in the discipline.~~

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~~Evidence of national or international recognition of scholarly research or creative productivity. Continuing s~~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.

~~• Associate Graduate Faculty who have not served as a member of a thesis or dissertation advisory committee may serve as the chair of a master's thesis advisory committee, but must have a vice-chair appointed to the committee who has previously served as the chair of an advisory committee for a student who has successfully defended his or her thesis or dissertation.~~

~~• No personal or financial (including employment) arrangements that may pose a conflict of interest with a student on whose thesis or dissertation committee they serve.~~

- In disciplines where funding is essential to the success of the thesis or dissertation work, evidence of acquiring funds (and appropriate facilities) sufficient to support the research of graduate students is expected when supervising the student's research as a chair or co-chair of a committee.
- Graduate program committees may specify additional guidelines for service as chair of master's thesis advisory committees.

B.3: Full Graduate Faculty

Full Graduate Faculty may teach graduate courses, serve as members and co-chairs of thesis and dissertation committees, may serve as chairs of master's thesis committees, serve in any of the roles of associate graduate faculty, and, in addition, may serve as a chair of a doctoral advisory committee. All chairs and co-chairs must be approved by the graduate program committee of the student's program.

Full Graduate Faculty must demonstrate ~~The qualifications are:~~

- ~~Possession of the terminal academic degree in the discipline, or a related discipline, in which they are teaching; or in a field related to the topic of the thesis or dissertation if serving on a student advisory committee. The faculty member must demonstrate a high level of competence in teaching and scholarship. Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when recommended by the graduate program committee and approved by the department chair/unit director. The faculty member must demonstrate a high level of competence in teaching and scholarship.~~
- ~~Evidence of current~~significant current ~~interest and~~ involvement in scholarly research or creative productivity.

~~Evidence of national or international recognition of 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.

• Full Graduate Faculty who have not served

- ~~Previous experience in serving as a member or co-chair~~ of a thesis or dissertation advisory committee ~~may serve as is a prerequisite to serving as a~~ chair of a doctoral ~~dissertation~~ advisory committee, but must have a vice-chair appointed to the committee who has previously served as the chair of an advisory committee for a student who has successfully defended his or her dissertation.
- ~~No personal or financial (including employment) arrangements that may pose a conflict of interest with a student on whose thesis or dissertation committee they serve.~~

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- In disciplines where funding is essential to the success of the thesis or dissertation work, evidence of acquiring funds (and appropriate facilities) sufficient to support the research of graduate students is expected when supervising the student's research as a chair or co-chair of a committee.
- Graduate program committees may specify additional guidelines for service as chair of thesis or dissertation advisory committees.

B.4: Graduate Faculty Scholars

~~UCF courtesy appointees and o~~Other qualified individuals may serve as ~~G~~graduate ~~F~~faculty ~~S~~scholars in ~~temporary~~ graduate faculty roles confined to specific, well-defined graduate faculty assignments. Graduate ~~F~~faculty ~~S~~scholars play important roles in graduate education at UCF, but their status as ~~G~~graduate ~~F~~faculty ~~S~~scholars is distinct from that of members of the Graduate Faculty.

~~• Possession of the terminal academic degree in the discipline, or a related discipline, in which they are teaching, or in a field related to the topic of the thesis or dissertation if serving on a student advisory committee. They must demonstrate a high level of competence in teaching and scholarship. Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when recommended by the graduate program committee and approved by the department chair/unit director. The above are the most important qualifications for those who are only teaching graduate courses.~~

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Graduate Faculty Scholars may be designated as "Teaching-Only" if their responsibilities will be restricted solely to teaching graduate courses. Graduate Faculty Scholars engaged in the teaching of graduate courses must demonstrate a high level of competence in teaching.

Graduate ~~F~~faculty ~~S~~scholars may serve as members of thesis or dissertation committees for the purpose of bringing specific disciplinary knowledge to the committee. In instances deemed appropriate by the graduate program committee, ~~g~~Graduate ~~f~~faculty ~~s~~Scholars may also serve as co-chairs of thesis and dissertation committees, but may not serve as chairs of these committees. Graduate Faculty Scholars For those serving on student advisory committees, either as members or co-chairs, must have documented evidence of eurther qualifications are:

- ~~E~~xceptional relevant experience and scholarly or creative productivity, as determined by the graduate program committee.

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- ~~• No personal or financial (including employment) arrangements that may pose a conflict of interest with a student on whose thesis or dissertation committee they serve.~~
- ~~• In disciplines where funding is essential to the success of the thesis or dissertation work, evidence of acquiring funds (and appropriate facilities) sufficient to support the research of graduate students is expected when supervising the student's research as a co-chair of a committee.~~

It is expected that graduate faculty scholars will attend the various committee meetings associated with serving as a member of a thesis or dissertation committee and will have the means to be present at the final oral defense.

C.1: ~~Re-evaluation of Graduate Faculty~~ Reappointments ~~Status~~

Individual qualifications for reappointment ~~serving as a~~ graduate faculty member will be re-evaluated by the ~~graduate program~~ Review Committee of the Graduate Council. Reappointment evaluations will be conducted 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 Dean of the College of Graduate Studies. At that time, individuals must re-submit their current credentials to the Program Review Committee of the Graduate Council ~~graduate program committee~~ if they wish to have their appointment renewed. Qualifications will be based upon accomplishments since the last program review.

C.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 a graduate faculty scholar with the approval of the graduate program committee.

C.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 or dissertation 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 graduate faculty scholar, 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.

C.4.1: Faculty Emeriti

Emeritus graduate faculty members may continue to participate in graduate education as a Graduate Faculty Scholar, without the necessity of nomination. With the approval of the graduate program committee, they may continue to serve for a specified period of time as faculty advisors and chairs of committees established prior to emeritus status. 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.

C.4.2: Retired Faculty

Graduate faculty who retire will lose graduate faculty status unless they are nominated by a graduate program committee to continue as a Graduate Faculty Scholar. In this capacity they may continue service on advisory committees as a member or co-chair for a designated period of time, as approved by the graduate program committee.

D.1: Responsibilities of Members of Dissertation Advisory Committees

1. 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) 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.
2. To review Turn-It-In.com results from dissertation submittals.
3. To participate in 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.
4. To participate in the dissertation defense 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 dissertation 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.

D.2: Responsibilities of the Chair (and co-Chair) of Dissertation 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.
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 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 College of Graduate Studies after consultation with the advisory committee.
6. 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 portion 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 attend in person and chair the dissertation defense, ensure its proper conduct as described above, and submit to the program director for the student's records all necessary grades, forms and other materials.

D.3: Responsibilities of the External Committee Member of a Dissertation Advisory Committee

1. External committee membership will entail the full responsibilities of other committee membership as specified in section ~~ED~~1 above, including being present at the final defense.
2. External committee members should bring specific disciplinary knowledge or research expertise to the committee.
3. External committee members may be appointed from outside of the university or outside of the college (if the committee is for a college-wide program). The external committee member may not be affiliated in any way with the department of the committee, such as through joint or secondary joint appointments.
4. Graduate faculty scholars are external members.

E.1: Exceptions ~~to This Document~~

~~Appeal for E~~exceptions ~~to any part of this document shall may~~ be ~~referred~~ made at the discretion ~~of to~~ the Vice Provost and Dean of the College of Graduate Studies.



DRAFT

Graduate Student Association

Introduced: <Date of First Reading>

Introduced by: <Medicine Reps. Berry & Boohaker?>

Sponsored by: Sciences Rep. Tafur
Graduate Student Association
College of Graduate Studies, MH 230
University of Central Florida
Orlando, Florida 32816

Initial Vote: <Passed/Failed #-#-#>

Final Reading: <Date of Final Reading>

Final Vote: <Passed/Failed #-#-#>

GRADUATE STUDENT ASSOCIATION

PROPOSAL FOR A GRADUATE STUDENT BILL OF RIGHTS

BILL 07-07

Whereas, The Golden Rule Student Handbook is a primary authority which defines the basic rights and freedoms of students enrolled at the University;

Whereas, The Golden Rule Review Committee is a primary authority established to give the students a voice in determining the rules to which all students shall adhere;

Whereas, There is a need to extend the primary authority vested in the the Golden Rule Handbook and the Golden Rule Review Committee to address unique rights, freedoms, responsibilities, and rules worthy of and pertaining to graduate students enrolled at the University;

Whereas, Any student enrolled at the University is permitted to attend Golden Rule Review Committee meetings and be considered to have the right to debate on any proposal, but not have the power to vote unless they are members of the committee;

Whereas, Graduate Students, apart from the rest of the population of the University, are uniquely and singularly qualified to address any proposal/s pertaining to the rights, freedoms, responsibilities, and rules of enrolled graduate students extending beyond those existing in the Golden Rule Handbook; and

Whereas, Only Graduate Students enrolled at the University should have the right to debate and vote on any proposal/s that extend their rights, freedoms, responsibilities, and rules beyond those existing in the Golden Rule Handbook;

Therefore, be it enacted by the 9th Assembly of the Graduate Student Association that the proposed rights, freedoms, responsibilities, and rules that Graduate Students enrolled at the University of Central Florida shall hold and adhere to beyond the Golden Rule are defined in the following Graduate Student Bill of Rights:

RIGHTS, FREEDOMS, AND RESPONSIBILITIES OF GRADUATE STUDENTS ENROLLED AT THE UNIVERSITY OF CENTRAL FLORIDA

In order to promote a more productive climate between ourselves and our faculty and to define our role in the university as a whole, we, the graduate students of the University of Central Florida (UCF), claim the rights, freedoms, and responsibilities enumerated below. These are rights, freedoms, responsibilities, and rules common to all graduate students that extend beyond those specified in the Golden Rule. They form a foundation upon which faculty and graduate students can build a genuine intellectual community. The graduate student rights and responsibilities rest on the roles of graduate students as junior colleagues who are critical to the university's mission of teaching and research. All members of the university community are responsible for securing and respecting the general conditions conducive to a graduate student's unique role as student, researcher, and teacher. This document is supported by the Graduate Student Association, and endorsed in principle by the Graduate Student Advisory Board March 28, 2011.

1. RIGHTS

- a) Graduate students are to be considered members of a scholarly community, respected as individuals of merit, and be treated as junior colleagues of faculty.
- b) Graduate students have a right to collegial and respectful treatment by faculty members.

c) Graduate students have a right to study and work in an environment free of exploitation, intimidation, harassment and discrimination based on characteristics such as gender, race, age, sexual orientation, disability, religious or political beliefs and affiliations.

i. The vulnerability of Graduate Students shall not be exploited in any way by faculty, administration, or staff.

d) Graduate students have a right to an accurate and timely description of the availability and the likelihood of financial and resource support within their program and within the University and will be given an equal opportunity to compete for support for which they are eligible.

i. Prospective and currently enrolled graduate students should be provided a thorough description of the requirements and qualifications necessary for holding teaching assistant-ships and graduate assistant-ships and receiving financial support from the University.

ii. Prospective and currently enrolled graduate students should be provided a thorough description of the requirements and qualifications for all academic and financial awards in their programs and in the Graduate Catalog. They are to be assured that competition for any and all academic awards will be available to eligible graduate students and that evaluation for such awards will be fair and objective. They also should be informed of the procedures for evaluating applicants.

e) Graduate students have a right to be informed of specific requirements for achieving an advanced degree.

i. Each department should communicate clearly these requirements to its students, and it should notify currently enrolled students in writing of any changes.

ii. Prospective and currently enrolled graduate students have a right to know of the normal time to complete a degree within a specific graduate program.

iii. Prospective and currently enrolled graduate students have a right to know a programs and/or emphasis attrition rate if available and the predominant reasons for lack of program completion except in instances where confidentiality is threatened. Student access to statistical information on graduate programs should not interfere with the privacy rights of other students.

f) Graduate students have a right to a non-biased evaluation of their progress toward achieving an advanced degree. The criteria should be clearly understood by the graduate adviser and student.

i. If a graduate student requests an explanation, reasons for unsatisfactory performance on preliminary, qualifying, or comprehensive examinations should be given in writing.

g) Graduate students have a right to respectful mentorship, substantive feedback, and regular guidance concerning their academic performance.

i. Graduate students shall have their progress toward achieving an advanced degree be evaluated in an objective manner and based on criteria that are understood by the graduate adviser and students.

ii. Evaluations shall be factual, specific, and shall be shared with the student within a reasonable period of time. Annual progress reports shall be in writing.

iii. A written evaluation of performance on qualifying and comprehensive examinations should be provided to students.

iv. Graduate students shall receive regular feedback and guidance concerning their academic performance through a mutually agreeable schedule of conferences with their adviser/chair/mentor.

v. Graduate students shall be given a fair opportunity to correct or remedy deficiencies in their academic performance with agreed upon timetables for remedy.

vi. Any intent to dismiss a student from a graduate program and/or emphasis for academic reasons must be preceded by a warning, which includes special performance information, well in advance of actual dismissal.

vii. Any intent to discontinue an adviser/chair/mentor relationship with a graduate student must be preceded by a warning within a reasonable period of time.

viii. Graduate students and their thesis/dissertation directors should arrive at and maintain a mutually agreeable schedule of evaluative/supervisory conferences.

ix. Graduate students must be notified in writing of unsatisfactory performance before any attempt is begun to dismiss them from a graduate program. Only the dean of the College of Graduate Studies can dismiss a student from a graduate program for academic reasons and normally only upon the recommendation of the graduate program coordinator and department chair.

x. Graduate students have the right to appeal for cause any decision affecting their academic standing as a graduate student. The burden of responsibility rests with the appellant to provide a timely, cogent, and convincing written documentation of the facts upon which the appeal is based. University grievance procedures should be available upon request at the Graduate College. Opportunities for informal resolution should also be explained to the student when appropriate.

- A. In general, a student's performance or behavior shall not be discussed by a professor with other students.
- B. Discussion among faculty of a student's performance shall be of a professional nature and shall be limited to the student's academic performance and fitness as a graduate student: the substance of the communication shall be based on need-to-know, relevant information.
- h) Graduate students shall be provided with appropriate office, study, and lab space.
- i) Graduate students have a right to refuse to perform tasks if those tasks are not related to their academic, professional development, or part of their defined responsibilities.
- j) Graduate students have a right to receive fair recognition for their efforts and contributions to cooperative research projects.
- k) Graduate students have a right to co-authorship in publications involving significant contribution of ideas or research work from the student.
 - i. The student shall receive first authorship for publications which are comprised primarily of the creative research and writing of the student when consistent with the conventions of the field.
 - ii. Due efforts and recognition should be determined prior to the project commencement whenever possible.
- l) Graduate students have a right to reasonable confidentiality in their communication with professors.
- m) Graduate students have the right to be represented in the decision-making process relative to graduate issues in their departments and programs; however, the representation is program specific, possibly taking many different forms.
- n) Graduate students have a right to evaluate their professors annually in writing without fear of retribution.
- o) Graduate students have a right to review vitae of faculty members within their degree programs/departments who are qualified/eligible to serve on their graduate committees.
 - i. These vitae should be made available at the time the students are accepted into their programs to aid them in selecting their committee members.
- p) Teaching assistants and teaching associates have a right to appropriate teacher training.
 - i. All graduate programs and/or emphases should implement a structured training program for their teaching assistants and teaching associates.
 - ii. All graduate programs and/or emphases should outline the expectations of a graduate student teacher, and the ways in which those expectations can be achieved, for their teaching assistants and teaching associates.
- q) Graduate students have a right to professional training.
 - i. This should include but not be limited to information about professional associations and conferences, mock interviews, job opportunities and publishing articles in journals.
- r) Graduate students have a right to share in the governance of the University.
 - i. All departments, graduate programs and/or emphases shall include space for graduate student representatives in the decision-making process where appropriate.
 - ii. Graduate students shall have space for representatives on all campus-wide committees, with voting privileges where appropriate according to the guidelines of shared governance.
- s) Graduate students have a right to clearly defined official grievance procedures and informal complaint procedures at the department and campus-wide levels.
 - i. Each department should have grievance procedures.
 - ii. Consistent with this right, graduate students have a right to procedures appropriate to the nature of the case and the severity of the potential discipline.
 - iii. When a formal hearing is required, a graduate student has a right to the following minimum procedural standards to assure a fair hearing.
 - A. The opportunity for a prompt and fair hearing, upon the request of the student at which the University shall bear the burden of proof, and at which the student shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses presented by the University. No inference, however, shall be drawn from the silence of the accused.
 - B. A record of the hearing; an expeditious written decision based upon the preponderance of evidence, which shall be accompanied by a written summary of the findings of fact.
 - C. An appeal.
- t) Graduate students have a right to challenge their term grades if those grades are based upon criteria other than course performance.

- u) Graduate students have a right to be free of reprisals for exercising these rights.

2. FREEDOMS

- a) Given that Graduate students have the same rights and obligations as all citizens, as applicable by law, they are free as other citizens to express their views and to participate in the political processes of the academic community and the community at large.

3. RESPONSIBILITIES

- a) Graduate students have a responsibility to read and become familiar with the Graduate Catalog and the Graduate Student Bill of Rights.
- b) Graduate students have a responsibility to complete and submit all documents required for admission to the College of Graduate Studies and to their departments.
- c) Graduate students have a responsibility to conduct themselves in all academic activities in a manner befitting the professorate.
- d) Graduate students' behavior should be a credit to themselves, the degree program/department, and the University.
- e) Graduate students have a responsibility to devote appropriate time and energy toward achieving the advanced degree within a reasonable time frame as specified by their graduate programs.
- f) Graduate students have a responsibility to uphold ethical norms and honesty in research methodology and scholarship.
- g) Graduate students have a responsibility to not misrepresent themselves academically.
 - i. It is a Class A misdemeanor to misrepresent academic credentials. Any graduate student who misrepresents his or her credentials to gain admission into the University of Central Florida will be subject to disciplinary action from the University which may include dismissal from the University.
- h) Graduate students have a responsibility to communicate regularly (at least once every 15 school days) with faculty members and advisers, especially in matters related to research and progress within the graduate program.
- i) Graduate students have a responsibility to participate in the campus community to the extent that they are able and to enrich the campus in whatever ways possible, including contributing to:
 - i. the academic development and the social environment of the department in which they are pursuing the advanced degree
 - ii. decision making relative to graduate student issues in the department, student government, and the University
- j) Graduate students have the responsibility to take the initiative in asking questions that promote their understanding of the academic requirements and financial particulars of their specific graduate program.
- k) Graduate students have the responsibility to understand their role in the development of their relationships with faculty mentors.
 - i. To demonstrate an awareness of the time constraints and other demands imposed on faculty members and program staff.
 - ii. To communicate regularly with faculty mentors and advisers, especially in matters related to research, progress, concerns, and problems within the graduate program.
- l) Graduate students have the responsibility to uphold the public service aspects of the mission of this public university, at a level appropriate to their ability and graduate program.
 - i. To provide high quality teaching to undergraduate students.
 - ii. To provide valuable research and support to the faculty and fellow graduate students.

Be it further enacted, That any proposed changes to the Graduate Student Bill of Rights shall require a super majority (2/3) vote of the leadership of the representative body or the written support of 15% of the enrolled graduate student population at the University ;

Be it further enacted, That a majority vote of all enrolled graduate students voting on any proposed changes to the Graduate Student Bill Rights and the support of the Faculty Senate and the Administration of the University of Central Florida shall be required before any changes to the Graduate Students Bill of Rights are implemented;

Be it further enacted, That the Graduate Student Bill of Rights presented in this document shall become effective immediately receiving a majority vote of all enrolled graduate students voting on the proposed Rights, Freedoms, and Responsibilities presented in this document, and gaining the support of the Faculty Senate and the Administration of the University of Central Florida; and

Be it further enacted, That a copy of this Bill be sent to the Faculty Senate and select representatives of the University administration

Introduced by: <Medicine Reps. Berry & Boohaker?>

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Introduced: <Date of First Reading>

upon receiving a majority vote of all enrolled graduate students voting on the proposed Rights, Freedoms, and Responsibilities presented in this document.

SUPPORTING SIGNATURES

<President>

President, GSA

Sergio Tafur

Advisory Board Chair, GSA

cc: <Carbon copy recipients>, <Name of Dean> Dean, College of Graduate Studies