

**Graduate Policy Committee**  
**January 25, 2012**  
**10:00 – 11:30, MH 243**

**AGENDA**

- 1) Welcome and call to order
- 2) Discussion of Graduate Faculty/Graduate Faculty Scholar status policy
  - a) Nomenclature of categories
  - b) Criteria distinguishing Assoc from Full Graduate Faculty
  - c) Specifying appointment assignments for Graduate Faculty Scholars (B.4)
- 3) 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

Ross Hinkle, CoGS *ex officio*

Michael Stern, CoGS liaison

# Graduate Faculty and Graduate Faculty Scholars

Draft Policy: 12-1.1.67

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](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 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 either a terminal academic degree in, or closely-related to, the discipline in which they are teaching, or expertise 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 defines the terms describing the roles played by faculty in graduate education
- Section B establishes the role of the graduate program committees in the process of appointing Graduate Faculty and Graduate Faculty Scholars.

- Section **CB** establishes the roles and qualifications for appointment as Graduate Faculty and Graduate Faculty Scholars.
- Section **DE** establishes procedures for review, renewal and termination of appointments to the Graduate Faculty.
- Section **ED** establishes the responsibilities for the various members of dissertation advisory committees.

### **A.1: Faculty Roles in Graduate**

Faculty involved in graduate education comprise members of the Graduate Faculty (Sections C.1-C.3) and Graduate Faculty Scholars (Section C.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 may 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 E.

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### **B.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.

### **AB.2: Qualifications for Serving on Graduate Program Committees**

Tenured, tenure-earning, or ranked faculty 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.

### **BC.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.

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.

### **BC.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.

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 serve on student advisory committees, either as members, co-chairs or chairs, they must have some documented evidence of current involvement in scholarly research or creative productivity in the discipline. 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.

Graduate program committees may specify additional guidelines for service as chair of master's thesis advisory committees.

### **BC.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, 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 significant current involvement in scholarly research or creative productivity. 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 as a member of a thesis or dissertation advisory committee to completion may serve as the chair of a doctoral advisory committee, but must have a vice-chair appointed to the committee who has previously served as the chair a member of an advisory committee to completion for a student who has successfully defended his or her dissertation.

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

### **BC.4: Graduate Faculty Scholars**

Other qualified individuals may serve as Graduate Faculty Scholars in 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 members of the Graduate Faculty.

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 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. Graduate Faculty Scholars serving on student advisory committees, either as members or co-chairs, must have documented evidence of exceptional relevant experience and scholarly or creative productivity, as determined by the graduate program 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.

#### **ED.1: Graduate Faculty Reappointments**

Individual qualifications for reappointment as a graduate faculty member will be re-evaluated by the 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 if they wish to have their appointment renewed. Qualifications will be based upon accomplishments since the last program review.

#### **ED.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.

#### **ED.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.

#### **ED.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.

#### **ED.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.

**DE.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.
4. The majority of the committee must be physically present for the oral part of the examination, which must be conducted on campus, unless there is an accepted arrangement that has been approved by the graduate program director.
5. 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 in attendance with the student during the examination, and the majority of the committee must be physically present. 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: (a) it is for a joint degree program with another university that has an official university approval that specifies a different arrangement; or (b) there is an accepted arrangement that has been approved by the graduate program director.

**DE.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.
9. In disciplines where funding is essential to the success of the thesis or dissertation work, to acquire funds (and appropriate facilities) sufficient to support the research of the student.

**DE.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 DE1 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.

**EE.1: Exceptions**

Exceptions may be made at the discretion of the Vice Provost and Dean of the College of Graduate Studies.



## Major changes to the Graduate Faculty policy

V1 incorporates:

- Special nominations for Graduate Faculty status may be made at the discretion of the Dean of the College of Graduate Studies
- Establish Teaching-Only category for Associate Graduate Faculty and Graduate Faculty Scholars

V2, V3 minor editing:

V4 incorporates:

- Explicit eligibility of ranked university librarians for Graduate Faculty membership

V5 incorporates:

- Restructure document, moving elements required of all graduate faculty to be in the intro section of the policy document
- Clarify research activity distinguishing Associate GF from Full GF: Assoc GF must have “*some* documented evidence of current involvement in ...,” while Full GF must have “*significant* current involvement in ...”
- Allow research-active faculty lacking committee experience (defined as having been on a committee that graduated a student) to be appointed as Full Graduate Faculty  
*however*
- to require a member of the committee with the appropriate experience to be designated as Vice Chair

V6 incorporates:

- Explicit eligibility for ranked (research and clinical) faculty to serve on Graduate Program Committees

V7 incorporates:

- add definitions of the terms used to describe the roles faculty play in graduate education