

**Graduate Policy Committee
February 22, 2012
10:00 – 11:30, MH 395**

AGENDA

- 1) Welcome and call to order
- 2) Finalize Graduate Faculty/Graduate Faculty Scholar status policy
- 3) Clarification of 7 year expiration of credit: Should there be an exemption for courses that are part of master's degrees awarded "along-the-way?" (Note: there is a long-standing exemption for non-Master's-along-the-way degrees)
- 4) Bill of Rights
- 5) 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: 12-1.1.89

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. 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-thesis and dissertation advisory~~ committees. 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/~~i~~nstitute, 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 ~~thesis or dissertation 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. No graduate student at UCF may teach UCF graduate courses as the instructor of record.

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 C establishes the roles and qualifications for appointment as Graduate Faculty and Graduate Faculty Scholars.
- Section D establishes procedures for review, renewal and termination of appointments to the Graduate Faculty.
- Section E establishes the responsibilities for the various members of dissertation ~~advisory~~ committees.

A.1: Faculty Roles in Graduate Education

Faculty involved in graduate education comprise members of the Graduate Faculty (Sections C.1-C.2) and Graduate Faculty Scholars (Section C.3). These faculty may be eligible to assume the following roles as part of their involvement in graduate education at UCF:

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

Descriptions of the responsibilities of members and chairs of ~~dissertation advisory~~ committees are detailed in Section E.

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.

B.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.

C.1: The Graduate Faculty

Tenured, tenure-earning, and ranked faculty on multiyear agreements, and ranked 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 ~~G~~graduate ~~F~~faculty nominations may be made to the Graduate Council at the discretion of the Dean of the College of Graduate Studies.

All ~~G~~graduate ~~F~~faculty are eligible to teach graduate courses, serve as members of thesis and dissertation committees, and serve as chairs or co-chairs of master's thesis committees.

C.2: Eligibility Criteria For Service As Chairs of Thesis and Dissertation Advisory Committees

All chairs and co-chairs must be approved by the graduate program committee of the student's program. Graduate program committees may specify additional guidelines for service as a chair or co-chair of ~~-thesis or dissertation advisory~~ committees.

Scholarly currency requirement to serve as a chair of a dissertation doctoral advisory committee: For ~~G~~graduate ~~F~~faculty members to serve as a chair or co-chair of a ~~doctoral dissertation advisory~~ committee, they 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. The criteria for scholarly currency are to be established by each graduate program and approved by the department chair/unit director. The criteria must be submitted to the Dean of the College of Graduate Studies prior to nominations for graduate faculty appointments and updated for the reappointment process. Currency may vary by discipline.

Required thesis or dissertation advisory committee experience: Graduate ~~F~~faculty who have not served as a member of a thesis or dissertation ~~advisory~~ committee to completion may serve as the chair of a thesis or dissertation doctoral advisory committee, but must have a vice-chair

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appointed to the committee who has previously served as a member of a thesis or dissertation advisory committee to completion.

C.3: Graduate Faculty Scholars

Other qualified individuals may serve as Ggraduate 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 Ggraduate Faculty Scholars is distinct from that of members of the Graduate Faculty.

The appointment of graduate faculty scholars begins with a nomination by the graduate program committee that is relevant to the graduate education duties of the individual. 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.

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, Ggraduate 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 thesis and dissertation 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 ggraduate 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 in attendance at the final oral defense.

D.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 and the criteria established by the nominating graduate program.

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

A ~~thesis or~~ dissertation ~~advisory~~ committee member who leaves UCF may be eligible to continue serving on the committee as a ~~g~~graduate ~~f~~faculty ~~s~~scholar with the approval of 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 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 ~~g~~graduate ~~f~~faculty ~~s~~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.

D.4.1: Faculty Emeriti

Emeritus graduate faculty members may continue to participate in graduate education as a ~~G~~graduate ~~F~~faculty ~~S~~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 ~~thesis and dissertation~~ committees established prior to emeritus status. Emeriti faculty may not chair additional ~~thesis and dissertation 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 who retire will lose graduate faculty status unless they are nominated by a graduate program committee to continue as a ~~G~~graduate ~~F~~faculty ~~S~~scholar. In this capacity they may continue service on ~~advisory-thesis or dissertation~~ committees as a member or co-chair for a designated period of time, as approved by the graduate program committee.

E.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 ~~dissertation 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 ~~dissertation 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.

E.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 ~~dissertation 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 at least once per year with the student and the ~~dissertation advisory~~ committee to assess progress towards the dissertation and give the student ~~an annual review yearly letter of evaluation~~ in addition to the S/U grades awarded for 7980 courses. The chair shall ~~write this letter and send it the annual review~~ to the program director ~~and the College of Graduate Studies~~ after consultation with the ~~dissertation 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 ~~dissertation 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.

E.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 ~~ff~~aculty ~~ss~~cholars are external members.

F.1: Exceptions

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

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Graduate Faculty and Graduate Faculty Scholars

Draft Policy: 12-1.1.9

See 2011-2012 Graduate Catalog: College of Graduate Studies/Graduate Faculty and Graduate Faculty Scholars
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University-Wide Qualifications for Participation in Graduate Education

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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 thesis or dissertation 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. No graduate student at UCF may teach UCF graduate courses as the instructor of record.

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.

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
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- Section E establishes the responsibilities for the various members of dissertation committees.

A.1: Faculty Roles in Graduate Education

Faculty involved in graduate education comprise members of the Graduate Faculty (Sections C.1-C.2) and Graduate Faculty Scholars (Section C.3). These faculty may be eligible to assume the following roles as part of their involvement in graduate education at UCF:

- Instructor of record for graduate-level courses (graduate teaching)
- Member of a thesis or dissertation committee
- Chair of a thesis or dissertation committee: In the vast majority of cases, the chair is the advisor of the scholarly activities of the student. A chair of a thesis or dissertation committee also oversees all of the administrative functions of the committee.
- Co-chair of a thesis or dissertation committee: a co-chair is a member of a thesis or dissertation 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 thesis or dissertation committee.
- Vice-chair of a thesis or dissertation committee: A vice-chair serves as a voice of experience in thesis and dissertation committees. A vice-chair must be appointed to committees in which the chair has no prior experience serving on thesis or dissertation committees. To be appointed as a vice-chair, the committee member must have prior experience serving on at least one thesis or dissertation committee that has successfully graduated a student.

Descriptions of the responsibilities of members and chairs of dissertation committees are detailed in Section E.

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.

B.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.

C.1: The Graduate Faculty

Tenured, tenure-earning, and ranked faculty on multiyear agreements, and ranked 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.

All graduate faculty are eligible to teach graduate courses, serve as members of thesis and dissertation committees, and serve as chairs or co-chairs of master's thesis committees.

C.2: Eligibility Criteria For Service As Chairs of Thesis and Dissertation Committees

All chairs and co-chairs must be approved by the graduate program committee of the student's program. Graduate program committees may specify additional guidelines for service as a chair or co-chair of thesis or dissertation committees.

Scholarly currency requirement to serve as a chair of a dissertation committee: For graduate faculty members to serve as a chair or co-chair of a dissertation committee, they 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. The criteria for scholarly currency are to be established by each graduate program and approved by the department chair/unit director. The criteria must be submitted to the Dean of the College of Graduate Studies prior to nominations for graduate faculty appointments and updated for the reappointment process.

Required thesis or dissertation committee experience: Graduate faculty who have not served as a member of a thesis or dissertation committee to completion may serve as the chair of a thesis or dissertation committee, but must have a vice-chair appointed to the committee who has previously served as a member of a thesis or dissertation committee to completion.

C.3: 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.

The appointment of graduate faculty scholars begins with a nomination by the graduate program committee that is relevant to the graduate education duties of the individual. 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.

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 thesis and dissertation 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 in attendance at the final oral defense.

D.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 and the criteria established by the nominating graduate program.

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

A thesis or dissertation 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.

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

In the event that a chair of a thesis or dissertation committee leaves the employ of the university:

1. With the approval of the graduate program committee, a chair of a thesis or dissertation 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 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.

D.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 thesis and dissertation committees established prior to emeritus status. Emeriti faculty may not chair additional thesis and dissertation 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 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 thesis or dissertation committees as a member or co-chair for a designated period of time, as approved by the graduate program committee.

E.1: Responsibilities of Members of Dissertation 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 dissertation 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 dissertation 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.

E.2: Responsibilities of the Chair (and co-Chair) of Dissertation 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 dissertation 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 at least once per year with the student and the dissertation committee to assess progress toward the dissertation and give the student an annual review in addition to the S/U grades awarded for 7980 courses. The chair shall send the annual review to the program director after consultation with the dissertation 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 dissertation 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.

E.3: Responsibilities of the External Committee Member of a Dissertation 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.

F.1: Exceptions

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

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Draft Policy: 12-1.1.910

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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 thesis or dissertation 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. No graduate student at UCF may teach UCF graduate courses as the instructor of record.

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- Co-chair of a thesis or dissertation committee: a co-chair is a member of a thesis or dissertation 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 thesis or dissertation committee.
- Vice-chair of a thesis or dissertation committee: A vice-chair serves as a voice of experience in thesis and dissertation committees. A vice-chair must be appointed to committees in which the chair has no prior experience serving on thesis or dissertation committees. To be appointed as a vice-chair, the committee member must have prior experience serving on at least one thesis or dissertation committee that has successfully graduated a student.

Descriptions of the responsibilities of members and chairs of dissertation committees are detailed in Section E.

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.

B.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.

C.1: The Graduate Faculty

Tenured, tenure-earning, and ranked faculty on multiyear agreements, and ranked 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.

All graduate faculty are eligible to teach graduate courses, serve as members of thesis and dissertation committees, and serve as chairs or co-chairs of master's thesis committees.

C.2: Eligibility Criteria For Service As Chairs of Thesis and Dissertation Committees

All chairs and co-chairs must be approved by the graduate program committee of the student's program. Graduate program committees may specify additional guidelines for service as a chair or co-chair of thesis or dissertation committees.

Scholarly currency requirement to serve as a chair of a dissertation committee: For graduate faculty members to serve as a chair or co-chair of a dissertation committee, they 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. The criteria for scholarly currency are to be established by each graduate program and approved by the department chair/unit director. The criteria must be submitted to the Dean of the College of Graduate Studies prior to nominations for graduate faculty appointments and updated for the reappointment process.

Required thesis or dissertation committee experience: Graduate faculty who have not served as a member of a thesis or dissertation committee to completion may serve as the chair of a thesis or dissertation committee, but must have a vice-chair appointed to the committee who has previously served as a member of a thesis or dissertation committee to completion.

C.3: 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.

The appointment of graduate faculty scholars begins with a nomination by the graduate program committee that is relevant to the graduate education duties of the individual. 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.

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 thesis and dissertation 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 in attendance at the final oral defense.

D.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 and the criteria established by the nominating graduate program.

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

A thesis or dissertation 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.

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

In the event that a chair of a thesis or dissertation committee leaves the employ of the university:

1. With the approval of the graduate program committee, a chair of a thesis or dissertation 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 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.

D.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 thesis and dissertation committees established prior to emeritus status. Emeriti faculty may not chair additional thesis and dissertation 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 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 thesis or dissertation committees as a member or co-chair for a designated period of time, as approved by the graduate program committee.

E.1: Responsibilities of Members of Dissertation 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 the 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 candidacy and/or dissertation prospectus 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 dissertation 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 dissertation 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.

E.2: Responsibilities of the Chair (and co-Chair) of Dissertation 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 dissertation committee.
- ~~2.3.~~ To establish timelines for the research, set expectations, and evaluate the student progress based upon these.
- ~~3.4.~~ To meet at regular intervals with the student to discuss the proposed dissertation research and the plans for carrying out research.
- ~~4.5.~~ To review in a timely manner all written materials submitted by the students and offer suggested revisions.
- ~~5.6.~~ To meet at least once per year with the student and the dissertation committee to assess progress toward the dissertation and give the student an annual review in addition to the S/U grades awarded for 7980 courses. The chair shall send the annual review to the program director after consultation with the dissertation committee.
- ~~6.7.~~ 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 dissertation committee.
- ~~7.8.~~ 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.~~
- ~~8.9.~~ To attend in person be physically present 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.
- ~~9.10.~~ 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.

E.3: Responsibilities of the External Committee Member of a Dissertation 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.

F.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
- Establishes “Teaching-Only” category for Associate Graduate Faculty and Graduate Faculty Scholars

V2, V3 minor editing:

V4:

- Makes explicit the eligibility of ranked university librarians for Graduate Faculty membership

V5:

- Restructures document, moving elements required of all graduate faculty to be in the intro section of the policy document
- Clarifies 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 ...”
- Allows 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
- Requires a member of the committee with the appropriate experience to be designated as Vice Chair

V6:

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

V7:

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

V8:

- Creates a single category of Graduate Faculty (removes Associate and Full designations)
- Removes the requirement for currency in research for membership in the Graduate Faculty
- Leaves in place the eligibility of all members of the Graduate Faculty to serve as chairs of thesis committees
Programs may impose a higher level of rigor for approving chairs of advisory (e.g. thesis) committees if appropriate in their discipline.
- Uses the requirement for currency in scholarly activity as the specific criteria for eligibility to chair dissertation committees. Specifies that “currency” may vary by discipline.

V9:

- Establishes that “scholarly currency” will be defined by each graduate program
- Standardizes committee language: “advisory committee” language changed to “thesis and dissertation committees”

- Removes statement concerning in what capacity graduate students are eligible to teach graduate classes (not an issue for a Graduate Faculty policy)

7-year Rule Exemptions: Applicable to degrees conferred “along-the-way”?

Original Policy: 12-2.1.0

See 2011-2012 Graduate Catalog: College of Graduate Studies/Policies/Doctoral Program Policies (links below)

7-year Rule Policies

Policy Guide explanation: <http://www.policies.graduate.ucf.edu/policy/policy.aspx?id=70>

Doctoral:

http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5696#Time_Limitation_and_Continuous_Enrollment

Time Limitation and Continuous Enrollment

The student has seven years from the date of admission to the doctoral program to complete the dissertation and complete the doctoral degree. No courses used in a program of study can be older than seven years at the time of graduation. **There is no time limitation for waived or transferred hours from a completed master's degree used toward a doctoral degree.**

Students who anticipate being out for an extended period of three consecutive semesters or longer should apply for a Special Leave of Absence no later than the end of the add/drop period of the third semester of absence. Students who do not maintain continuous enrollment without a Special Leave of Absence (see Continuous Attendance and Special Leave of Absence in the [General Graduate Policies](#)) must file for readmission to the university, although seven years is measured from when the student was first admitted to the program.

Master's:

http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5708#Time_Limitation_for_Degree_Completion

Time Limitation for Degree Completion

The student has seven years from the date of admission (prerequisite, articulation, and foundation courses are exempt) to the master's program to complete the degree. In addition, no course older than seven years at the time of graduation may be used in the Program of Study for a master's degree. Students who do not maintain continuous enrollment (missing enrollment at the university for a period of three consecutive semesters) must file for readmission to the university, although seven years is measured from when the student was first admitted to the program.

Master's Along-the-Way Policy

See 2011-2012 Graduate Catalog: College of Graduate Studies/Policies/Doctoral Program Policies/Conferral of Master's Degrees for Students in Doctoral Degree Programs

http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5708#Conferral_of_Masters_Degrees_for_Students_in_Doctoral_Degree_Programs

Conferral of Master's Degrees for Students in Doctoral Degree Programs

A student making satisfactory progress in a doctoral program may be eligible to be awarded a master's degree in the same discipline. The master's degree program and the College of Graduate Studies have the authority to determine whether the doctoral program credits satisfactorily fulfill the master's degree requirements. All requirements for the master's degree must be fulfilled, including passing all examinations and submitting a thesis, if so required. Up to a maximum of 9 SCH of substitutions are allowable, provided that the substitutions are higher level courses for their precise lower level counterparts, exclusive of substitutions for thesis hours.

In such cases:

1. The program requirements for the master's degree are governed by the requirement term used for the doctoral degree program.
2. The two degrees are not considered to be part of a formal "dual degree" program and, therefore, are not subject to the policies governing dual degree programs.
3. Courses credited towards the Master's degree are not implemented as transfer credits to another program, and therefore fall outside of the transfer credit policy.

The general restriction that no credit hours may be counted for more than two degree programs applies to these master's degrees as well.