



## Graduate Council Policy Committee

### Policy Tracking Form

This form is to be used by the Graduate Council Policy Committee to request additions, changes, or deletions of graduate education policies.

Routing: Routing: 1) Graduate Council Policy Committee recommends policy; 2) Policy is widely disseminated to deans, college coordinators, chairs, program directors, graduate staff and graduate faculty listservs, as well as being located on the Graduate Council website for review and comment; 3) Policy Committee submits to Faculty Senate Steering Committee for approval; 4) Faculty Senate Steering Committee submits to Faculty Senate, if appropriate; 5) the Faculty Senate submits to the Provost for approval.

This committee examines existing policies and procedures and recommends new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students. Approved policies are added to the graduate catalog for the next academic year.

**Use one form for each policy request:**     new     modification     deletion

**Policy Reference No.:** \_\_\_\_\_

**Year Submitted:** \_\_\_\_\_

**Intent of Policy:**

**Version:** \_\_\_\_\_

**Final:**

**Draft:**

**Date sent to Faculty Senate Steering Committee:** \_\_\_\_\_

**Policy Statement:**

**Formal implementation plan:** *(indicate who this policy applies to, when it will take effect, how exceptions would be made, and for how long)*

### Approval Signatures

**Graduate Council Policy Committee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Faculty Senate Steering Committee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Faculty Senate:**     clarification of policy only

**Date:** \_\_\_\_\_

**Academic Affairs:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **University-Wide Qualifications for Participation in Graduate Education**

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

Section A establishes the role of the graduate program committees in the process of appointing Graduate Faculty and Graduate Faculty Scholars.

Section B establishes the appointment and roles of Graduate Faculty and Graduate Faculty Scholars.

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

Section D establishes procedures for review, renewal and termination of appointments to the Graduate Faculty.

Section E 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. 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. Tenured, tenure-earning, and UCF research faculty are eligible for appointment to the Graduate Faculty.

Appointment to the Graduate Faculty will be determined by the graduate program committee that is relevant to the graduate education duties of each individual faculty member. Newly hired tenured, tenure-earning, and UCF research faculty may have their qualifications to serve as graduate faculty reviewed as part of the search and appointment process. All Graduate Faculty are appointed with the consent of the

Dean of the College of Graduate Studies. Appointments remain in effect until the next university graduate program review, or until individually reconsidered by the graduate program committee or Dean of the College of Graduate Studies. Qualified graduate faculty members may be eligible to serve in more than one graduate program.

## **B.2: Associate Graduate Faculty**

Associate graduate faculty may teach graduate courses and serve as members and co-chairs of thesis and dissertation 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 faculty advisor for a thesis or dissertation student and chair a thesis or dissertation advisory committee.

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

UCF courtesy appointees and 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. Appointment of graduate faculty scholars will be based on exceptional relevant experience and scholarly or creative productivity, as determined by the graduate program committee. Graduate faculty scholars may serve as outside members of thesis or dissertation committees, where appropriate, for the purpose of bringing specific disciplinary knowledge to the committee. Graduate faculty scholars may not be involved in funding the research being conducted by a graduate student nor have a monetary interest in the outcome of the research.

In instances deemed appropriate by the graduate program committee, graduate faculty scholars may serve as co-chairs of thesis and dissertation committees, but may not serve as chairs of these committees.

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: Qualifications - General**

1. The graduate program committee will review and approve the qualifications of individuals to be appointed as members of the Graduate Faculty or as graduate faculty scholars. The department chair/unit director must approve these appointments after the review and approval of the individual's credentials by the graduate program committee.
2. For individuals in the process of obtaining a terminal degree, certification by the College of Graduate Studies that all requirements for the degree have been met will be treated as equivalent to possession of the degree.

## **C.2: Qualifications to Teach Graduate Courses**

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

1. Faculty approved to teach graduate level courses must hold a terminal degree in the discipline in which they are teaching or in a related discipline, and demonstrate a high level of competence in teaching and scholarship.
2. Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when recommended by the graduate program committee and approved by the department chair/unit director.
3. No graduate student may teach graduate courses.
4. Graduate faculty scholars are eligible to teach graduate level courses provided they meet the above list of qualifications and their course assignments are recommended by the graduate program committee and approved by the department chair/unit director.

### **C.3: Qualifications to Serve as a Member of an Advisory Committee**

To serve as a member of a thesis or dissertation advisory committee, including the position of co-chair, individuals must be approved by the graduate program committee as graduate faculty or graduate faculty scholars with the consent of the Dean of the College of Graduate Studies.

Graduate faculty and graduate faculty scholars are expected to meet the following criteria to serve as a member of a thesis or dissertation advisory committee:

1. Evidence of current interest and involvement in scholarly research or creative productivity, and national or international recognition of such work. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, and national advisory and review panels.
2. Possession of the terminal academic degree in a field related to the topic of the thesis or dissertation, or achievement of recognition for substantive and distinctive contributions to the discipline involved, as determined by the graduate program committee.
3. Members of the graduate faculty who are outside of the student's program are eligible to serve as external members of a thesis or advisory committee. Co-chairs, however, must be approved by the graduate program committee of the student's program.

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

To serve as the chair of a thesis or dissertation advisory committee, individuals must have an appointment in the program, must be approved by the graduate program committee to serve as full graduate faculty, and must meet all of the above qualifications to serve as members and co-chairs of thesis or dissertation advisory committees. In addition:

1. 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.

2. In disciplines where funding is essential to the success of the dissertation work, evidence of acquiring funds (and appropriate facilities) sufficient to support the research of graduate students is expected.

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

### **D.1: Re-evaluation of Graduate Faculty Status**

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

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

A dissertation advisory committee member who leaves UCF may be eligible to continue serving on the committee as a graduate faculty 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 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.

#### **D.4.1: Faculty Emeriti**

Emeritus faculty can continue to be members of the graduate faculty and can continue serving as faculty advisors and supervise existing students for a designated period of time with the approval of the graduate program committee. Emeriti faculty may not chair additional student committees, but may continue to serve on thesis and dissertation committees as a member or co-chair for as long as they remain active with the institution.

#### **D.4.2: Retired Faculty**

Graduate faculty who retire 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.

### **E.1: Responsibilities of members of doctoral 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.

## **E.2: Responsibilities of the chair (and co-chair) of doctoral 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 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.

## **E.3: Responsibilities of the external committee member of a doctoral advisory committee**

1. External committee membership will entail the full responsibilities of other committee membership as specified in section E1 above.
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 to This Document**

Appeal for exception to any part of this document shall be referred to the Vice Provost and Dean of the College of Graduate Studies.