

## **University-Wide Minimum Qualifications for Participating in Graduate Education**

The institution of the following set of qualifications is intended to enhance graduate education at UCF and to certify the credentials of faculty who contribute to graduate programs. Graduate education requires the availability of highly competent individuals who possess specialized skills, and who are willing to share their competence. Therefore 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.

### **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.

### **Qualifications for Serving on Graduate Program Committees**

Faculty members who are tenured or tenure-earning and who have served as thesis or dissertation advisors, or who have had experience teaching graduate classes, may serve on Graduate Program Committees. The chair of the Graduate Program Committee, appointed by the department chair/unit director, will be the Graduate Program Director.

### **Qualifications for Teaching Graduate Level 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. Persons approved for teaching graduate level courses must hold a terminal degree in the discipline in which they are teaching or in a related discipline and demonstrate a high level of competence in teaching and scholarship. For individuals in the process of obtaining a terminal degree, certification by the Division of Graduate Studies that all requirements for the degree have been met will be treated as equivalent to possession of the degree.

Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when approved by the Graduate Program Committee and the department chair/unit director.

No graduate student may teach graduate courses.

Joint, Secondary Joint, and Courtesy appointments are eligible to teach graduate level courses, provided they are qualified as described above, and their course assignments are approved by the Graduate Program Committee.

### **Qualifications for Serving as a Member of a Thesis Advisory Committee**

To serve as a member of a Thesis Advisory Committee, individuals must be approved by the Graduate Program Committee. The criteria for those serving as a member of a Thesis Advisory Committee include:

- Evidence of current interest and involvement in scholarly research or creative productivity. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, and national advisory and review panels.
- Possession of the terminal academic degree in a field related to the topic of the thesis or achievement of recognition for substantive and distinctive contributions to the discipline involved as determined by the Graduate Program Committee. For individuals in the process of obtaining a terminal degree, certification by the Division of Graduate Studies that all requirements for the degree have been met will be treated as equivalent to possession of the degree.
- Joint, Secondary Joint, and Courtesy appointments may serve as members of Thesis Advisory Committees provided they meet the above qualifications.
- Individuals who are not tenured or tenure-earning but whose primary appointment is at UCF, whether in a department, Center, or affiliated unit, are eligible to serve as Thesis Advisory Committee members upon approval by the Graduate Program Committee.
- Qualified individuals from outside the university may be eligible to serve as members of Thesis Advisory Committees.

### **Qualifications for Serving as a Chair of a Thesis Advisory Committee**

To serve as a chair of a Thesis Advisory Committee, individuals must be approved by the Graduate Program Committee. The criteria for those serving as a chair of a Thesis Advisory Committee include:

- Evidence of current interest and involvement in scholarly research or creative productivity. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, and national advisory and review panels.
- Possession of the terminal academic degree a field related to the topic of the thesis. Substitution for the terminal degree may be granted with documented exceptional experience

and scholarly or creative activity when approved by the Graduate Program Committee and the department chair/unit director.

- Appointment as a tenured or tenure-earning faculty member at UCF; Joint; and Secondary Joint appointments may be eligible to serve as chairs of Thesis Advisory Committees provided they meet the above qualifications and are approved by the Graduate Program Committee. Courtesy appointments may be eligible to serve as co-chairs of Thesis Advisory Committees, provided they meet the above qualifications and a qualified UCF faculty member in the graduate program serves as co-chair.
- Individuals who are not tenured or tenure-earning but whose primary appointment is at UCF, whether in a department, Center, or affiliated unit, may be eligible to serve as co-chairs of Thesis Advisory Committees provided that they meet the above qualifications.
- Qualified individuals from outside the university may not serve as chairs but may be eligible to serve as co-chairs of Thesis Advisory Committees if they have a Courtesy or Affiliate status.

Graduate Program Committees may specify additional guidelines for membership on Thesis Advisory Committees or for service as chair of Thesis Advisory Committees. Qualified faculty members may be eligible to be a member of or chair of Thesis Advisory Committees in more than one master's program. No graduate students or postdoctoral research associates at UCF may be appointed as a member of or a chair of a Thesis Advisory Committee.

### **Term Limits for Thesis Advisors**

Individual qualifications for serving as a chair or member of Thesis Advisory Committees will be reevaluated by the Graduate Program Committee at the time of the periodic University Program Review or sooner as deemed appropriate by the Graduate Program Committee. At that time individuals must reapply to the Graduate Program Committee if they wish to have their qualifications reconsidered. Newly hired tenured and tenure earning faculty may have their qualifications to serve on Thesis Advisory Committees reviewed as part of the search and appointment process.

### **Retired Faculty**

Retired faculty may be eligible to serve as members or co-chairs of Thesis Advisory Committees as qualified individuals from outside the university.

### **Guidelines for When a Thesis Advisory Committee Member Leaves UCF**

A Thesis Advisory Committee member who leaves UCF may be eligible to continue serving on the committee as a qualified individual from outside the university.

## **Guidelines for When a Thesis Advisory Committee Chair Leaves UCF**

In the event that a chair of a Thesis Advisory Committee leaves the employ of the university:

- With the approval of the Graduate Program Committee, a chair of a Thesis Advisory Committee who leaves UCF may continue to serve as chair and supervise the thesis for one calendar year after leaving.
- 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 Advisory Committee as a qualified individual from outside the university; however, a new co-chair from the student's department (or college, if a college-wide program) must be designated.

## **Qualifications for Serving as a Member of a Dissertation Advisory Committee**

To serve as a member of a Dissertation Advisory Committee, individuals must be approved by the Graduate Program Committee. The criteria for those serving as a member of a dissertation advisory committee include:

- Evidence of current interest and involvement in scholarly research and/or creative productivity. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, and national advisory and review panels
- Possession of the terminal academic degree in a field related to the topic of the dissertation or achievement of recognition for substantive and distinctive contributions to the discipline involved, as determined by the Graduate Program Committee.
- Joint, Secondary Joint, and Courtesy appointments may serve as members of Dissertation Advisory Committees provided they meet the above qualifications.
- Individuals who are not tenured or tenure-earning but whose primary appointment is at UCF, whether in a department, Center, or affiliated unit, are eligible to serve as members of Dissertation Advisory Committees.
- Qualified individuals outside the university may be eligible to serve as members of Dissertation Advisory Committees.

## **Qualifications for Serving as a Chair of a Dissertation Advisory Committee**

To serve as a chair of a Dissertation Advisory Committee, individuals must be approved by the Graduate Program Committee. Individuals appointed as chair of a Dissertation Advisory Committee will be expected to show high levels of scholarly productivity or creative activity: for example, extensive involvement in professional activities; successful mentoring of graduate students (as evidenced by time to degree, post-doctoral degree appointment, and publications from the thesis or dissertation). The criteria for those serving as a chair of a Dissertation Advisory Committee include:

- Evidence of current interest and involvement in scholarly research or creative productivity. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, and national advisory and review panels.
- Possession of the terminal academic degree in a field related to the topic of the dissertation.
- In disciplines where funding is essential to the success of the dissertation work, evidence of acquiring funds sufficient to support the research of graduate students is expected.
- Previous experience in the teaching, advising, or direction of students at the graduate level. An important consideration, when applicable, is the success of prior graduate students mentored by the faculty member.
- Appointment as a tenured or tenure-earning faculty member at UCF; Joint; and Secondary Joint appointments may serve as chairs of Dissertation Advisory Committees provided they meet the above qualifications. Courtesy appointments may serve as co-chairs of Dissertation Advisory Committees, provided they meet the above qualifications and a qualified UCF faculty member in the graduate program serves as co-chair.
- Individuals who are not tenured or tenure-earning but whose primary appointment is at UCF, whether in a department, Center, or affiliated unit, may serve as co-chairs of Dissertation Advisory committees provided that they meet the above qualifications.
- Qualified individuals outside the university may not serve as chairs but may be eligible to serve as co-chairs of Dissertation Advisory Committees if they have a Courtesy or Affiliate status.

Graduate Program Committees may specify additional guidelines for membership on Dissertation Advisory Committees or for service as chair of Dissertation Advisory Committees. Qualified faculty members may be eligible to be a member of or chair of Dissertation Advisory Committees in more than one doctoral program. No graduate students or post doctoral research associates at UCF may be appointed as a member of or a chair of a Dissertation Advisory Committee.

## **Term Limits for Dissertation Advisors**

Individual qualifications for serving as a chair or member of Dissertation Advisory Committees will be reevaluated by the Graduate Program Committee at the time of the periodic University Program Review or sooner as deemed appropriate by the Graduate Program Committee. At that time individuals must reapply to the Graduate Program Committee if they wish to have their qualifications reconsidered. Newly hired tenured and tenure earning faculty may have their qualifications to serve on Dissertation Advisory Committees reviewed as part of the search and appointment process.

## **Retired Faculty**

Retired faculty may be eligible to serve as members or co-chairs of Dissertation Advisory Committees as qualified individuals from outside the university.

## **Guidelines for When a Dissertation Advisory Committee Member Leaves UCF**

A Dissertation Advisory Committee member who leaves UCF may be eligible to continue serving on the committee as a qualified individual from outside the university.

## **Guidelines for When a Dissertation Advisory Committee Chair Leaves UCF**

In the event that a chair of a Dissertation Advisory Committee leaves the employ of the university:

- With the approval of the Graduate Program Committee, a chair of a Dissertation Advisory Committee who leaves UCF may continue to serve as chair and supervise the thesis for one calendar year after leaving.
- 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 Dissertation Advisory Committee as a qualified individual from outside the university; however, a new co-chair from the student's department (or college, if a college-wide program) must be designated.

## **Exceptions to This Document**

Any appeal for exception to the minimum qualifications contained in this document must be referred to the University Graduate Council.

## Definitions

1. Regular – A continuing appointment or an original temporary appointment expected to be followed by a continuing appointment. The modifier is not (normally) included in the title.
2. Interim – A limited time appointment to a position primarily assigned administrative duties.
3. Adjunct – A temporary appointment paid from OPS. Such appointment is for one academic term at a time and is ordinarily paid on a course basis. Adjunct appointments may not be for more than 50% of the time throughout an academic year or full-time for more than twenty-six weeks of a fiscal year, unless approved by the Chief Administrative Officer.
4. Provisional – An appointment of a person who is not fully qualified, but who is expected to acquire such qualifications in a short period of time.
5. Visiting – An appointment of a person having appropriate professional qualifications, but not expected to be available for more than a limited period of time, or to a position which is expected to be available for a limited period of time.
6. Joint – A paid or unpaid appointment of a faculty or staff member when the person is regularly participating in the teaching, research, and/or graduate supervision responsibilities of more than one academic department/unit. Payment of the appointee's salary may be shared by all units in which appointment is held.
7. Research – An appointment when the person is engaged primarily in research.
8. Clinical – An appointment in conjunction with a professional position in a hospital or other clinical environment.
9. Courtesy – An unpaid appointment of persons from outside the university, or from non-academic units within the university. Such appointments may include special academic privileges such as voting in departmental affairs, but may or may not involve other University affiliation.
10. Honorary/Honoris Causa – An unpaid appointment of an individual having distinction and honor in his/her field, but who does not possess the normal requirements for the position.
11. Emeritus – An honorary title that may be conferred at retirement in recognition of distinguished service.
12. Affiliate – An appointment when a person participates in some functions of other academic departments/units, that are not covered by Joint, Secondary Joint or Courtesy appointments.
13. Joint College- an appointment to a college/unit administered jointly by more than one University. Although appointed and employed by only one of the participating universities, each person so designated is considered an employee of the other participating university for purposes of carrying out the teaching, research, and service responsibilities of the college/unit.
14. Phased Retirement – An appointment under the provisions of the Phased Retirement Program.
15. Multi-Year – An appointment that extends beyond one academic or fiscal year.
16. Secondary Joint– An appointment of a faculty or staff member to an unpaid position in a secondary unit or units so that the person is participating in the teaching, research, and/or graduate supervision responsibilities of more than one unit.