



Faculty Responsibilities

GRADUATE SCHOOL

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Graduate Faculty at the University of South Florida hold certain responsibilities academically and administratively. This section of the handbook will address some of these responsibilities. Currently there are a few items for inclusion. Additional information will be provided on faculty responsibilities in the future.

Graduate Faculty Definition

The University of South Florida defines its graduate faculty to consist of all regular faculty appointed at the Assistant, Associate, or Professor rank, who hold a terminal degree or equivalent in their discipline. Individual academic units have the discretion to establish additional requirements

Graduate School Policy Statement – No. 4

(Co-) Major Professor(s) of the Graduate Student Supervisory Committee are responsible for:

- Approving and submitting the *Graduate Student Supervisory Committee Form* to the Program, College, and, if necessary, the Graduate School.
- Approving and submitting the *Admission to Candidacy Form*.
- Specifying the style manual to be used for the thesis/dissertation **before** the student begins writing the manuscript. The style manual should be appropriate to the discipline.
- Students **should not** be told to follow other theses/dissertations.
- Referring students to the *Thesis and Dissertation Guidelines* (http://www.grad.usf.edu/thesis_dissertation.asp) to obtain information on University Format Requirements.
- Verifying by signing the Format Check Cover Sheet, that the student's thesis or dissertation is ready to be submitted for the format check and that the student is likely to submit the thesis or dissertation that semester.
- Verifying, by signing the *Request for the Ph.D./Ed.D. Final Oral Examination Form*, that the student is ready to defend the dissertation.
- Verifying, by signing the *Successful Defense of the Ph.D./Ed.D. Form*, that the doctoral student has successfully defended the dissertation.
- Reading and approving the final copy of the thesis/dissertation for content and format prior to signing the *Certificate of Approval*.

Approved by the Graduate Council on May 15, 2000.

Amended with corrected website information September 29, 2003

Revised and Approved by Graduate Council on February 21, 2005

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