GRADUATE COUNCIL
Policy/Fellowship Report

January 11, 2010 Committee Meeting
for January 25, 2010 full Council meeting

<table>
<thead>
<tr>
<th>Committee Members</th>
<th>Graduate School Liaisons</th>
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<tbody>
<tr>
<td>Orhan Arslan (MD)</td>
<td>Absent</td>
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<tr>
<td>Ruth Bahr (BC)*</td>
<td>Rick Pollenz, Assoc. Dean</td>
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<tr>
<td>Ken Buckle (EN)</td>
<td>Carol Hines-Cobb</td>
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<td>Nicole Caesar (AS-student rep)</td>
<td>Absent</td>
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<tr>
<td>Won Cho (TA)</td>
<td>Absent</td>
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<tr>
<td>Donileen Loseke (AS)</td>
<td>Absent</td>
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<tr>
<td>Ava Iuliano (AS-student rep)</td>
<td>Absent</td>
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<tr>
<td>Christos Pantzalis (BA)</td>
<td>Absent</td>
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<tr>
<td>Jackie Reck (BA)</td>
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<td>Mumtaz Rojani (MD)</td>
<td>Absent</td>
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<td>Deborah Williams(NR) – Chair</td>
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<td>Marzenna Wiranowska</td>
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Meeting Called to Order at 9:08 a.m.

1. **Major Professor and Committee Member Qualifications and Responsibilities**
   a. **Motion Passed:** Committee moved approval of revisions to Major Professor Qualifications
   b. **Motion Passed:** Committee moved approval of revisions to Committee Member Qualifications

2. **Time Limitation to Degree**
   a. **Motion Passed:** Committee moved to forward proposed edits for discussion at January 25, 2010 Graduate Council meeting

3. **Graduate Assistantship Terms of Employment**
   a. **TABLED:** Pending further information from Collective Bargaining
   b. Dr. Williams requested that members research the policies of other universities regarding this issue

4. **Concentrations**
   a. **Motion Passed:** Committee moved to forward proposed edits for discussion at January 25, 2010 Graduate Council meeting

5. **Dual Degree/Joint Degree/Dual Enrollment Policies and Definitions**
   a. **TABLED** for February meeting

6. **Accelerated Program Guidelines**
   a. **TABLED** for February meeting

Meeting Adjourned at 10:56 a.m.
GRADUATE POLICY UPDATE

Major Professors:

Issue: Define and clarify qualifications to serve as Major Professor

Major Professor

The Major Professor serves as the student’s advisor and mentor. Students should confer with the department to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor and receive that person’s agreement to serve as major professor. The selection of the Major Professor must be approved and appointed by the department as soon as possible, but no later than the time the student has completed 50% of the program. Students must have a major professor in order to maintain Satisfactory Academic Progress. If a Major Professor cannot be identified or in the event a Major Professor is unable or unwilling to continue serving on the student’s committee, the student is responsible for finding another Major Professor. Students who are unable to find a replacement Major Professor should confer with the Program Director for available options. If no other options exist the student may be requested to voluntarily withdraw from the program or may be honorably withdrawn in good academic standing. The student and Major Professor should plan a program of study which, when completed, will satisfy the degree requirements specified. A copy of this program, signed by the student and professor, should be maintained in the student’s department file.

Major Professors must meet the following requirements:

- Be regular faculty, as defined by the University. Faculty who do not meet this definition may serve as Co-Major Professor with faculty who do.

- Be engaged in current and sustained scholarly, creative, or research activities and have met departmental requirements

- Have been approved by the Department Chair to serve as a Major Professor or Co-Major Professor

The membership of graduate faculty will be based upon criteria developed within the appropriate program or department and approved at the college level. These criteria must be forwarded to the Dean of Graduate School.

In the event a Major Professor leaves the University (i.e. for an appointment at another university, due to retirement, etc.) and the Major Professor is willing to continue serving on the student’s committee, the Major Professor then becomes a Co-Major Professor on the committee and another faculty is appointed as the other Co-Major Professor. It is important that one of the Co-Major Professors be accessible on the university campus for the student to make satisfactory progress on the thesis/dissertation. In the event a Major Professor is on temporary leave (e.g. sabbatical, research, etc.), the Major Professor shall coordinate with the Program Director to facilitate the needs of the student. In some instances a student may choose to have two professors serve as Major Professor. In this situation the faculty are approved as “Co-Major Professors” and jointly serve in that role. Consequently both faculty must sign approval on paperwork pertaining to the student’s processing (i.e. committee form, change of committee form, admission to candidacy, etc.)
**Graduate Faculty Definition**

The University of South Florida recognizes Graduate Faculty and Affiliate Graduate Faculty.

**Graduate Faculty** is defined to consist of all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who holds a terminal degree or equivalent in their discipline. Graduate Faculty members are eligible to teach graduate courses and may direct and serve on masters, specialist, and doctoral level committees. A Graduate Faculty member must engage in current and sustained scholarly, creative, or research activities, such as presentations, publications, performances, exhibitions, patents, inventions and research grants.

**Affiliate Graduate Faculty** membership may be granted by the Graduate School Dean to individuals whose skills or expertise meet criteria established by the College. Affiliate Graduate Faculty membership is in effect for a specified period of time and specific purposes. Affiliate members may be eligible to teach graduate courses, to serve on master's, specialist, and doctoral level committees, to direct master's and specialist's level committees, and to co-direct doctoral level committees, at the discretion of the College. Emeritus Professors and retired or recently resigned professors may also be appointed as Affiliate Graduate Faculty with the approval of the College and Graduate School Dean.

For a current list of Graduate Faculty and Affiliate Graduate Faculty in any program contact the program director or coordinator.

**Graduate Faculty Approval** – Graduate faculty is defined as above; Colleges and Departments may have additional requirements. The Graduate School will maintain a list of Graduate Faculty along with approval guidelines from the Colleges and Departments. The Graduate Faculty list is available online at: http://www.grad.usf.edu/programs/faculty.asp

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Reviewed by committee  1/11/10 - Approved
Full Council  1/25/10
Prepared by  C. Hines-Cobb/Graduate School
Catalog Year:  2011-2012
GRADUATE POLICY UPDATE

Committee Member Qualifications and Responsibilities

Issue: Define and clarify qualifications to serve as Graduate Supervisory Committee(s)

Committee Member Definition
All graduate faculty as defined by the University and the College/Department and approved by their department and college are assumed by the Graduate School as qualified to be a member of a Graduate Committee. Persons desiring to serve on a Graduate committee who are not defined as Graduate Faculty (e.g., visiting faculty, professionals, etc.) by the University and the College/Department must submit a curriculum vitae and be approved by the Department, College, and, as needed, Graduate School for each committee.

Committee Members must meet the following requirements:

- be regular-graduate or affiliate graduate faculty, as defined by the University.
- have the background and expertise that contributes to the success of the student.

The membership of graduate faculty will be based upon criteria developed within the appropriate program or department and approved at the college level. These criteria must be forwarded to the Dean of Graduate School.

REFERENCE:
Graduate Faculty Definition

The University of South Florida recognizes Graduate Faculty and Affiliate Graduate Faculty.

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Reviewed by committee 1/11/10 - Approved  
Full Council 1/25/10  
Prepared by C. Hines-Cobb/Graduate School  
Catalog Year: 2011-2012
GRADUATE POLICY UPDATE

Current Policy:

**Time Limitations**
Doctoral degrees must be completed within eight (8) years from the student’s date of admission for doctoral study. All courses applied to the doctoral degree, including courses taken 1) prior to admission to the USF doctoral program, 2) taken as non-degree seeking, or 3) transferred in from other institutions, must be completed within eight (8) years. There is no time limitation for courses from a completed master’s degree used toward a doctoral degree. For students who are readmitted, see Readmission Policy. Students have four (4) years from the date of admission to complete all required coursework, pass the qualifying examination, and be admitted to doctoral candidacy. Students then have four (4) years from the date of doctoral candidacy to complete degree requirements.

Proposed Revisions:

**Time Limitations**
Doctoral degrees must be completed within eight (8) years from the student’s original date of admission for doctoral study. All courses applied to the doctoral degree, including courses taken 1) prior to admission to the USF doctoral program, 2) taken as non-degree seeking, or 3) transferred in from other institutions, must be completed within eight (8) years. There is no time limitation for courses from a completed master’s degree used toward a doctoral degree. For students who are readmitted, see Readmission Policy. Typically a student will reach candidacy within four years, but this may vary per discipline. Students have four (4) years from the date of admission to complete all required coursework, pass the qualifying examination, and be admitted to doctoral candidacy. Students then have four (4) years from the date of doctoral candidacy to complete degree requirements.

Discussion Point – Is 8 years still appropriate or should it be 7 to match the national trends?

Reviewed by committee 12/7/09 – Moved to Full Council for Discussion
Full Council 1/25/10
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2011-2012
GRADUATE POLICY UPDATE

Concentration Guidelines/Requirements
Establish requirements for what a Concentration is at USF within the parameters of the BOG definition.

BOG Language:
(c) Program Minors, Concentrations, Areas of Emphasis, Tracks, Etc. - Any organized curriculum that is offered as part of an individual student’s degree plan and which enhances or complements the degree to be awarded in a manner that leads to specific educational or occupational goals shall be defined by the individual University Board of Trustees, with the credit hour length set in accordance with university policy, except that the number of credit hours must not equal or exceed the number of credit hours established for a Program Major at the same degree level. Such curricula offerings

Proposed USF Definition:

A Concentration is an academic subset of a Degree Program (Major). A Concentration may be comprised of any combination of academic requirements as approved by the Department, College, Graduate School, and Graduate Council. However, the total number of credit hours must not equal or exceed the number of credit hours established for a Degree Program (Major). A core requirement with a minimum of one (1) graduate credit hour for the Degree Program (Major) must be defined that is separate from the Concentration requirements. Concentrations are official designations with codes noted in Banner and are noted on the student’s transcript.

Reviewed by committee 1/11/10 – Moved forward for discussion
Full Council 1/25/10
Prepared by C. Hines-Cobb/Graduate School
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