GRADUATE COUNCIL
Policy/Fellowship Report

February 1, 2010 Committee Meeting
for February 15, 2010 full Council meeting

Committee Members | Graduate School Liaisons
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Orhan Arslan (MD) | Karen Liller, Dean (Absent)
Ruth Bahr (BC)* | Rick Pollenz, Assoc. Dean
Ken Buckle (EN) | Carol Hines-Cobb
Nicole Caesar (AS-student rep) | Lisa Piazza (Absent)
Won Cho (TA) | 
Donileen Loseke (AS) | 
Ava Iuliano (AS-student rep) | 
Christos Pantzalis (BA) | 
Jackie Reck (BA) | Guests:
Mumtaz Rojiani (MD) | Robert Potter
Deborah Williams(NR) – Chair | David Williams
Marzenna Wiranowska | 

Meeting Called to Order at 9:02 a.m.

1. Review of Evaluation Process for Doctoral Presidential Fellowships
   a. Dr. Pollenz presented an overview of the evaluation process including criteria, forms, and timetables for completion.

2. Concentration Guidelines/Requirements
   a. Motion Passed: Committee moved approval of revisions to USF definition

3. Committee Member Qualifications and Responsibilities
   a. Motion Passed: Committee moved approval as amended

4. Doctoral Time to Degree
   a. Motion Passed: Committee moved approval of 7 years to degree

5. Directed Research Credits Applied to Dissertation Requirement
   a. Motion Passed: Committee moved approval of edited Option B

6. Policy regarding Removal of Major Professor(s) or Committee Members from Supervisory Committees
   a. Motion Passed: Committee moved approval as amended

Meeting Adjourned at 10:35 a.m.
GRADUATE POLICY UPDATE

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

For Reference -- 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 a subcurriculum that is applicable to one or more existing graduate programs. It consists of a coordinated set of courses in conjunction with examinations, thesis and/or dissertation. However, the total number of credit hours must not equal or exceed the number of credit hours established for a Degree Program. Concentrations must be approved by the Graduate Council. Concentrations are listed on a student’s transcript, but not on the diploma.

Reviewed by committee 1/11/10, 2/1/10 – recommend approval as revised
Full Council 1/25/10 – returned to committee for further review on 2/1/10;
Sent back to full Council for approval 2/15/10
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)

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**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.

In addition to the requirements specified in the Graduate Faculty definition, the committee 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.

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**REFERENCE:**

**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 masters, 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.

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**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](http://www.grad.usf.edu/programs/faculty.asp)

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Full Council 1/25/10 – returned to committee for further review on 2/1/10; Sent back to full Council for approval 2/15/10
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2011-2012
GRADUATE POLICY UPDATE

Doctoral Time to Degree

**Issue:** Discuss proposal to change time limit from 8 years to 7 years

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**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.

Proposed Revisions:

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**Time Limitations**

Doctoral degrees must be completed within **eight (8)** **seven (7)** years from the student’s original date of admission for doctoral study. All courses applied to the doctoral degree **must be completed within seven (7) years**, 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.

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Reviewed by committee 2/1/10 – recommend approval – to full council 2/15/10
Full Council 2/15/10
Prepared by C. Hines-Cobb/Graduate School
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GRADUATE POLICY UPDATE

Directed Research Hours
  a. Issue: Review policy and revise accordingly to clarify allowances for application of Directed Research Hours toward Dissertation Hour Requirement (i.e. hours taken at any time? Or only hours taken during semester of candidacy?)

From the Admission to Candidacy Section:

Students may NOT enroll in dissertation hours prior to being admitted to doctoral candidacy. Each degree program has a required number of dissertation hours for completion of the degree. Departments may, with College approval, apply Directed Research hours toward the total number of dissertation hours required. Directed Research hours shall not exceed 50% of the dissertation hour requirement. No directed research hours will be converted to dissertation hours (i.e. a directed research course dropped and a dissertation course added) prior to or during the approval window.

From the Directed Research Section:

Directed Research
Directed Research hours may satisfy up to 50% of the dissertation hour requirement.

Proposed Revisions:

Option A:
Directed Research
Directed Research hours taken during the semester of application for admission to doctoral candidacy may satisfy up to 50% of the dissertation hour requirement, with program approval.

APPROVAL RECOMMENDED:

Option B:
Directed Research
Directed Research hours taken with the (Co) Major Professor(s) prior to approval to doctoral candidacy by the Graduate School may satisfy up to 50% of the dissertation hour requirement, with program approval.

Reviewed by committee  2/1/10 – approved Option B to move to full Council on 2/15/10
Full Council 2/15/10
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2011-2012
GRADUATE POLICY UPDATE

Removal of Major Professor(s) and/or Committee Members
  a. Review current information and revise accordingly to address policy for removing Major Professor(s) and/or Committee members from graduate student Supervisory Committees.

Proposed Revisions:
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 active in scholarly pursuits as evidenced by at least one referred publication in the last three years.
  • Be graduate 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 (or equivalent) requirements
  • Have been approved by the Department Chair (or equivalent) 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 the 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.)

Appointment of a (Co)-Major Professor(s) may be rescinded by the Department Chair (or equivalent), with the approval of the appropriate Department (or equivalent) faculty committee (separate from student advisory committee.)

Reviewed by committee 2/1/10 – recommend approval for full Council 2/15/10
Full Council 2/15/10
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