POLICY UPDATE

Major Professors

**Issue:** Define and clarify protocol for when a Major Professor leaves the University, no longer wishes to support a student due to lack of satisfactory academic progress or due to the inability to work with the student.

MASTER'S REQUIREMENTS

**Major Professor**

A major professor will be appointed as soon as possible but no later than the time the student has completed 50% of the program. 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, must be maintained in the student’s department file. Major Professors must meet the following requirement:

- be regular graduate faculty, as defined by the University.

Faculty who do not meet this definition may serve as Co-Major Professor with faculty who do.

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, etc.)

(Con-) Major Professor(s) of the Graduate Student Supervisory Committee Responsibilities

Available on the Graduate School Website: [http://www.grad.usf.edu/newsite/policies.asp](http://www.grad.usf.edu/newsite/policies.asp)

DOCTORAL REQUIREMENTS

**Major Professor**

A major professor will be appointed as soon as possible but no later than the time the student has completed 50% of the program. 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 regular graduate faculty, as defined by the University. Faculty who do not meet this definition may serve as Co-Major Professor with faculty who do.

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.)

From the Committee Approval section

To insure uniformity of excellence across the colleges, (Co-)Major Professor(s) of Ph.D. Dissertation Committees will need to submit a current curriculum vitae (equivalent to an NIH Bio, approximately two pages long with the last three [3] years of scholarly activity included) with the committee appointment form to the College Dean or designee. This approval is in addition to the approval from their department chairperson. (Colleges and departments may institute additional requirements for membership on Supervisory Committees.)