

First discussed by the GPC on 10-13-08. Revisited by the GPC on 10-27-08. Policy revised and approved by the GPC on 11-10-08. Edits made by the Steering Committee on 12/5/08. Edits accepted by the GPC on 1-12-09.

Supervisory Committee and University Representative policy edits

Attached is the Supervisory Committee and University Representative policy (passed by the GOC 11/10/08) as edited by the Faculty Senate Steering Committee (12/05/08; some of the edits in track changes reflect my having to enter some of what Jayne communicated to me after the fact, as she did not have a clean copy of the file as edited by them).

Edits in ¶ 1:

1. pertaining to selection of the major professor: Jayne explained that they want the language changed to reflect current practice. Chairs and Deans *approve* these selections, they do not generally *make* the appointments independently.

Edits in ¶ 2:

2. they've expanded the language on the supervisory committee to recognize that students need to be evaluated BEFORE they may have chosen a major professor and/or supervisory committee;

Edits in ¶ 3:

3. two changes in the University Rep section:

a. the Steering committee felt that requiring this representative to verify that reviews and programs of study had been completed was too onerous a task, and falls instead under the remit of Graduate Directors;

b. Jayne explained that policy can and should set minimum standards, and that requiring University Representatives 'to ensure that students are of the highest quality' goes too far.

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Draft 5, edited by Faculty Senate steering committee 12/05/08

Requirements of the Doctor of Philosophy Degree

This is the section of the policies that relates to the outside member and number of people serving on a committee

Major Professor

Early in the doctoral program, the student should consult with the professors under whom the student may be interested in working and from whose areas of competency a dissertation topic could be selected. The student should request that the selected faculty member serve as major professor. The departmental chair will approve the major professor who must be a member of the faculty with Graduate Faculty status (GFS) and have special competence in the students proposed area of concentration. The appointment of the major professor must be mutually agreeable to the student, major professor, and departmental chair.

Supervisory Committee

Upon the request of the major professor, the departmental chair will appoint the supervisory committee which will be in charge of the work of the student until the completion of all requirements for the degree. The supervisory committee will consist of a minimum of four members of the faculty who have Graduate Faculty status, one of whom is the university representative of the faculty. Programs may establish a more stringent policy on supervisory committee membership but such policies may not conflict with the University policy. For example, a program may choose to stipulate that more than the minimum number of committee members hold Graduate Faculty status in the program, or must be members of the tenure-track faculty. If deemed desirable and not established by policy it may also be appropriate to include additional members to provide necessary expertise. All additional members of the committee must hold Graduate Faculty status or (in the case of nontenure-track faculty) co-doctoral or co-master's status. Under special circumstances persons external to the University may be appointed as Courtesy Faculty with co-doctoral or co-master's status and serve on a student's supervisory committee. Each year the supervisory committee, the major professor, or the student's advisor prior to selection of a major professor will assess the progress of the student in writing and will make available copies of the annual review to the student, the departmental chair, and the academic dean. The Dean of Graduate Studies, the academic dean, and the chair of the major department may attend committee meetings as nonvoting members. Notification of the supervisory committee membership will be reported to the Dean of Graduate Studies in a timely manner after its formation. Only members of the supervisory committee may vote and sign the dissertation.

University Representative

The university representative is drawn from outside the student's department. For interdisciplinary programs the university representative is drawn from outside the student's department and degree program. The university representative must be a tenured member of the faculty with Graduate Faculty status and should be free of conflicts of interest with other members of the supervisory committee. The university representative is responsible for ensuring that the student is treated fairly and equitably in accordance with University, College, and Departmental guidelines and policies, and that decisions made by the supervisory committee reflect the collective judgment of the committee. This responsibility begins with appointment to the supervisory committee and ends with the defense of the dissertation. The university representative should verify that the defense is conducted appropriately. Content knowledge in the subject of the dissertation is valuable for the university representative, but not required. In addition, the university representative represents the University's interest and is responsible for ensuring that our doctoral graduates are of high quality. If questions or irregularities arise that cannot be resolved within the college, the university representative should contact the Dean of Graduate Studies for resolution.

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