

# Dissertation Advisor Status: Evaluation Committee Guidelines

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## **University Graduate School Guidelines: The Evaluation Committee**

A committee of at least three tenured and tenure-earning faculty within a department who are members of the Graduate Faculty holding Dissertation Advisor Status evaluate the credentials of their colleagues seeking appointment or reappointment to the Graduate Faculty with Dissertation Advisor Status. If there are fewer than three Graduate Faculty with Dissertation Advisor Status in the department, additional faculty holding Dissertation Advisor Status in other departments may be appointed by the Dean of the University Graduate School.

The departmental committee's recommendation is forwarded to the unit dean for a recommendation. The unit dean forwards the application and recommendations to the University Graduate School. The University Graduate School sends the application to the Dissertation Advisor Status Evaluation Committee. This University-wide committee makes a recommendation to the Dean of the University Graduate School who makes the final recommendation to the Provost who makes the appointment.

If there are fewer than three Graduate Faculty with Dissertation Advisor Status in the department, additional faculty holding Dissertation Advisor Status in other departments may be appointed by the Dean of the University Graduate School to form the initial evaluation committee.

Graduate Faculty with Dissertation Advisor Status Term appointments will be seven years, or until the next scheduled post-tenure review if that comes in less than seven years (University Graduate School Website).

## **Nursing Unit Guidelines: The Nursing Unit Evaluation Committee**

Per University Graduate School requirements, nursing faculty who wish to be considered for Dissertation Advisor Status must hold a position as Graduate Faculty.

### **MEMBERSHIP**

- The Nursing Unit Evaluation Committee shall consist of all nursing faculty who are members of Graduate Faculty and hold Dissertation Advisor Status.
- Every effort will be made for the Evaluation Committee to consist entirely of nursing faculty members. These efforts include identifying and encouraging nursing faculty members who may qualify to apply for Advisor Status.
- If there are fewer than three (3) Graduate Faculty with Advisor Status in the nursing unit, additional faculty holding Dissertation Advisor Status in other units may be appointed by the Dean of the University Graduate School in consultation with the Dean.

### **VOTING**

- Each Committee member shall have one (1) vote.
- A minimum of 50% + 1 represents a quorum.

### **MEETINGS**

- Application(s) Meeting: On receipt of a faculty member's application, the Committee Chair shall schedule a meeting no later than three (3) weeks (not to include holidays and University breaks) from receipt of the application.

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- The Committee shall deliberate and act on the application within one (1) week of the scheduled meeting. If the Committee requests additional information and/or clarification from the applicant, the Committee Chairperson shall contact the applicant. Sufficient time must be allowed so that the candidate can respond to such information.
- A copy of the Committee recommendation shall be forwarded to the Dean.
- A copy of the Committee recommendation shall be provided to the applicant.
- Annual Meeting: The Committee shall meet at least one (1) time during the calendar year to discuss issues and review policies/procedures related to Dissertation Advisor Status.
- Minutes of all meetings shall be kept and a copy filed in the permanent record.

DUTIES/RESPONSIBILITIES: The Committee shall:

- Elect a chair from its voting membership.
- Evaluate, develop, and recommend policies/procedures related to Dissertation Advisor Status consistent with the policies/procedures of the University Graduate School.
- Use the following University guidelines to make a recommendation on an application:

The applicant provides evidence of:

- Scholarly or creative activity substantially greater than expected for appointment to the Graduate Faculty
- Successful mentoring of graduate students as evidenced by, among other things:
  - Time to degree
  - Post-degree appointments
  - Publications from theses or dissertations
- Evidence of acquiring external funds sufficient to support doctoral students, particularly in those fields where external funds are available.
- Involvement in professional activities substantially greater than expected for appointment to the Graduate Faculty (University Graduate School Website).
- Provide a written recommendation and the Committee's total vote (for and against) to the Dean.

## CHAIRPERSON

- Election and term: The Chairperson shall:
  - Be elected from the voting membership at the first scheduled meeting of the academic year.
  - Serve a term of one (1) year.
  - If the Chairperson is unable to serve, the Committee shall elect another Chair from its voting membership.
- Duties: The Chairperson shall:
  - Develop and distribute the agenda, if appropriate.
  - Chair the meeting.
  - Appoint a Committee member to chair the meeting if the Chair is unable to attend.