

DEPARTMENT OF BIOLOGICAL SCIENCE
GUIDELINES FOR NOMINATION TO GRADUATE FACULTY STATUS and
GUIDELINES FOR GRADUATE SUPERVISORY COMMITTEE COMPOSITION

Definition of Graduate Faculty Status (GFS): Membership in the Graduate Faculty of the Department of Biological Science authorizes faculty to teach all graduate level courses, to sit on all graduate level committees, to chair all graduate student dissertation committees, and to participate fully in all components of graduate education, research, and service. Limitation or removal of any of these authorizations from individual GFS faculty is delegated to the unit level authority where such assignments are made.

GFS Nomination Criteria: The Faculty member under consideration for nomination to Graduate Faculty Status must, subject to consideration of special circumstances, have (1) completed the doctorate or its equivalent in Biological Science or related fields, and (2) proven expertise in the teaching area. Newly hired faculty in Biological Science must have either a demonstrated track record of graduate student training, or a clear promise for success in graduate training.

GFS Limitations / Restrictions: Faculty holding GFS are expected to actively engage in graduate education through teaching, mentoring and research supervision. They should show evidence of research-based scholarship and/or creative work resulting in peer-reviewed publications or equivalent work. They must have a sustained record of commitment to graduate student training.

Graduate Supervisory Committee: The Graduate Supervisory Committee is responsible for guiding the student's research program and adherence to graduate policies.

At least half of the members of a Graduate Supervisory committee must be tenured/tenure-track Biological Science GFS faculty. Doctoral committees cannot have more than two members who are non-tenure track faculty. Master's committees cannot have more than one non-tenure track faculty member.

- M.S. Major professor plus two to three other members. If the committee has a single major professor, this person must be a tenured or tenure-earning member of the Department of Biological Science, or a faculty member of FSU's Coastal and Marine Laboratory, with GFS. If the committee has two co-major professors, one of them must be a tenured or tenure-earning member of the Department of Biological Science with GFS. Committee must meet all other requirements of FSU's Graduate School. The committee is established by written memorandum to the departmental Graduate Office from the major professor and initialed by each committee member. (Also see: Graduate Handbook section IX. Deadlines, Timetable).

Ph.D. Major professor plus at least four other members. If the committee has a single major professor, this person must be a tenured or tenure-earning member of the Department of Biological Science, or a faculty member of FSU's Coastal and Marine Laboratory, with GFS. If the committee has two co-major professors, one of them must be a tenured or tenure-earning member of the Department of Biological Science with GFS. Committee must meet all other requirements of FSU's Graduate School. The committee is established by written memorandum to the departmental Graduate Office from the major professor and initialed by each committee member. (Also see Graduate Handbook section IX. Deadlines, Timetable).

The departmental Graduate Office must be notified immediately of any changes in the constitution of the committee (e.g., substitution of committee members or change of major professor).

- A. Tenured faculty holding GFS who either fully retire (includes Emerita/Emeritus status) or enter an early retirement plan (phased retirees) may retain GFS under the following conditions, as approved by the Faculty Senate:
 - a. Fully retired (includes Emerita/Emeritus status) faculty may continue to serve as major professors for those students who have already begun their dissertation /thesis at the time of the professor's retirement. Fully retired faculty, however, may not accept additional students in this capacity. Fully retired faculty may serve as an additional member beyond the minimum number required on doctoral/master's committees of new students. Retired faculty may continue to serve as the University Representative if appointed before retirement, but may not be so appointed after retirement.
 - b. Phased retirees retain GFS under the same guidelines as full-time faculty. These faculty are cautioned, however, to schedule their semesters of employment to coincide with the needs and projected timelines of their doctoral and master's candidates.

- B. Florida State University faculty whose appointment is in FSU's Coastal and Marine Laboratory, including non-tenure track faculty, can serve on supervisory committees under special circumstances because of their research experience and teaching contributions, with the following restrictions:
 - a. Must hold GFS or Graduate Teaching Status (GTS) and Co-Doctoral Directive Status (Co-DDS) to serve on Ph.D. supervisory committees.
 - b. Must hold GFS, GTS/Co-DDS or GTS/Co-Master's Directive Status (Co-MDS) to serve on M.S. supervisory committees.
 - c. May be sole major professor if faculty member holds GFS, subject to the approval of the Associate Chair for Graduate Studies.
 - d. May be co-major professor with a tenured/tenure track Biological Science faculty member who holds GFS, subject to the approval of the Associate Chair for Graduate Studies.

- e. Remainder of committee composition must be consistent with both departmental and University standards.
- C. Non-tenure track Florida State University faculty whose appointment is in Biological Science can serve on supervisory committees under special circumstances because of their research experience and teaching contributions, with the following restrictions:
- a. Must hold Graduate Teaching Status (GTS)/Co-DDS to serve on Ph.D. supervisory committees.
 - b. Must hold GTS/Co-DDS or GTS/Co-MDS to serve on M.S. supervisory committees.
 - c. May be co-major professor with a tenured/tenure track Biological Science faculty member who holds GFS, subject to the approval of the Associate Chair for Graduate Studies.
 - d. Remainder of committee composition must be consistent with both departmental and University standards.
- D. Tenured/tenure-track faculty who hold GFS in other departments at The Florida State University can serve as co-major professor with a tenured/tenure-track faculty member in Biological Science who holds GFS. Remainder of committee composition must be consistent with both departmental and University standards.
- E. Faculty with courtesy status appointments can serve on graduate committees, consistent with departmental standards for GFS faculty and FSU Graduate School guidelines, subject to the approval of the Associate Chair for Graduate Studies.

"Sunset" Provision: These Guidelines shall cease to apply after the November 2012 faculty meeting unless they are approved again by a ballot vote of a majority of the voting members of the faculty.

Ratified 03 September 2009