



DOCTORAL RESEARCH ENDORSEMENT

ONLINE WORKSHOP

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GF/DRE Online Training

UNC



Part 1: Basics of Graduate Faculty Status

Learning goals:

- Understand and differentiate between the different levels of Graduate Faculty status
- Understand the process of applying for the status that is appropriate for you
- Understand the functions of the Graduate School
- Review some best practices in advising and research advising with grad students



Graduate School

Current Information

The UNC Graduate School is a unit of Academic Affairs, overseen by the Dean of the Graduate School, who is also the Associate Vice-President for Research (as of July 1, 2020).

Responsibilities of the Grad School

- Degree compliance
- Doctoral committee appointments
- Doctoral exam/defense scheduling
- Thesis, dissertation, scholarly project reviews
- GA/TA contracts, budgeting, training
- Student/faculty concerns/support
- Research Evening
- Grad student professional development
- Graduate faculty status
- Admissions policy



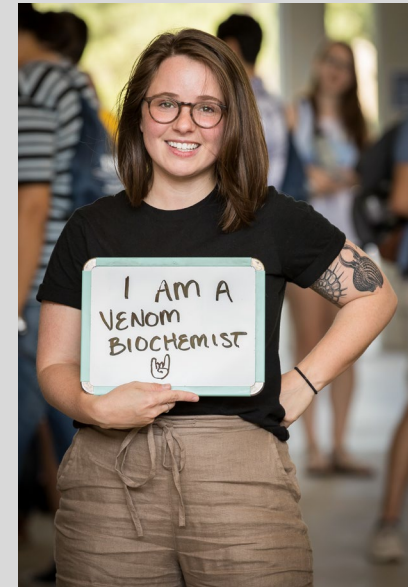


Graduate Faculty

Individuals must hold some form of Graduate Faculty status to teach or advise UNC grad students. Grad courses cannot count for credit toward a student's program if they are not taught by someone with some form of graduate faculty status.

Those new to UNC and the responsibilities of the graduate faculty should consult the [Graduate Faculty Guidelines](#). This document provides information on eligibility criteria and appointment procedures for graduate faculty.

Please note that UNC graduate students may not hold any type of graduate faculty status, nor may they teach graduate-level courses.





Graduate Lecturers

Graduate Lecturer

- Applicant should have a terminal degree or at least a Masters degree and tested experience that meets the criteria of the UNC college attempting to contract the individual;
- Provide evidence of scholarship or professional experience;
- Usually for adjunct faculty or contract faculty in grad programs;
- May teach courses specified on the Graduate Lecturer application;
- May not serve on doctoral committees (DNP committees are an exception);

Application Process

- Complete [Graduate Lecturer application](#) with appropriate signatures;
- Submit to Graduate School for review by the Graduate Dean (or Dean's designee) **prior** to teaching courses



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Graduate Faculty Status

Graduate Faculty (GF)

- For full-time UNC faculty or qualified administrators;
- Have a terminal degree or Masters degree and tested experience;
- Demonstrate contribution (or potential to contribute) to graduate education;
- Demonstrate research, scholarship or creative works; May graduate courses, advise students, advise Masters theses, act as a program coordinator;
- May serve as a member of doctoral committees, including faculty representative;
- Five-year term of appointment.

Application Process

- Complete [Graduate Faculty application](#), including signatures of department/school head and college Dean
- Submit to Graduate School
- Application reviewed by Standards Committee and must be recommended for approval
- Receive Graduate Council vote of approval



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Other Types of Grad Faculty

Emeritus Graduate Faculty

- Retiring faculty must apply for EGF/DRE prior to their retirement by completing DRE workshop (within 3 years prior to retiring) and completing [EGF/DRE application](#)
- Application reviewed by Standards Committee and approved or denied by Graduate Council.
- Those approved for EGF/DRE may continue to serve as research advisors for their current doctoral advisees (doc committee appointed before retirement) for a non-renewable 3-year term.
- Cannot be added as research advisor or committee member after retirement.

Graduate Faculty Equivalence

- Endorsement of faculty from other institutions of higher education who have an ongoing relationship with one or more academic units at UNC.
- Faculty from other universities must apply for and be granted GFE to serve as the third member of a doctoral committee.
- Applicant completes the [GFE application](#) for review and possible approval by Standards and Grad Council.
- Standards of research, scholarship and creative works similar to expectations of UNC graduate faculty.
- Individual must receive GFE status before appointment to a doctoral committee (and before teaching a UNC graduate course).



Graduate Faculty with DRE

Doctoral Research Endorsement

- For full-time UNC faculty or qualified administrators;
- Have a terminal degree
- Demonstrate contribution (or potential to contribute) to graduate education;
- Demonstrate research, scholarship or creative works;
- **May serve as a doctoral research advisor;**
- May teach graduate courses, advise students, advise Masters theses, act as a program coordinator;
- May serve as a member of doctoral committees, including faculty representative;
- Five-year term of appointment.

Application Process

- Attend DRE workshop within 6 months of application
- Complete [Graduate Faculty with DRE application](#), including signatures of department/school head and college Dean
- Submit to Graduate School
- Application reviewed by Standards Committee and must be recommended for approval
- Receive Graduate Council vote of approval



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Doctoral Research Endorsement



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Primary Mentor

One of the most important and rewarding (though also frustrating and time-consuming) roles of faculty with DRE is that of research advisor to doctoral students. In this role, you are the primary mentor as a student moves through comprehensive exams, proposal, data collection, writing and re-writing the dissertation, and the defense.

Research by the Council of Graduate Schools identifies mentoring as a key factor in graduate student success. It is critical for doctoral students to find a mentor among the faculty. Lack of mentoring is a critical factor in graduate student attrition and program dissatisfaction (<https://cgsnet.org/phd-completion-project>)



UNC staff making connections with new grad students at the New Grad Student Orientation Resources Fair



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Best Practices in advising

- Ask your doctoral students about their career/professional goals
- Connect them with other faculty
- Help them network with others in the discipline outside UNC
- Involve them in research projects and help them find opportunities to present and publish their work



UNC staff making connections with new grad students at
the New Grad Student Orientation Resources Fair



Good ideas from great research advisors

- Use a contract outlining your expectations of students and their expectations of you.
- Develop a draft timeline for completing each segment of the degree, especially comps, proposal, data collection, and writing.
- Don't end one appointment with a student before putting another in the calendar – commit to meeting regularly.
- Make students responsible for getting forms to the Graduate School and communicating with other committee members, but check with them to make sure they've done things.
- Call the Grad School with any questions or problems.



Part 2: Student's pathway

Key points in a student's progression
toward completion of doctoral
degree



Learning Goals

- Understand the term limits for doctoral students
- Understand the basic pattern of progression for doctoral students
- Recognize the critical hurdles doc students must clear, and the associated paperwork that must be filed
- Know the policies related to key points in doctoral progression



Term Limits

Doctoral students have 8 years to complete their degree, but there is a caveat for those bringing in previous credit:

The maximum time allowed for completion of a doctoral degree is **eight calendar years** beginning with the student's first semester of enrollment after admission has been granted.

However, if a student has approval to count work taken before first enrollment after admission, the student **must complete the degree within eight calendar years beginning with the earliest work counted in the program.**

Example: If a student transfers into their program a course they took two years prior to starting their doctorate, the student has six years to finish the doctoral degree.

Continuous Registration



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Continuous Registration Policy

All doctoral students are required to register continuously from the time they first enroll in their graduate degree program until the semester or term in which they graduate. Doctoral Students must be enrolled for at least 1 credit hour each academic semester (fall and spring) to be in compliance with this policy.





Violation of Continuous Registration



If for some reason students need a break from their program, they should keep in touch with you and the Graduate School.

- Assessment of \$150 fee for each semester of non-enrollment (up to 3)
- Deactivation of program after one calendar year of non-enrollment (beginning of 4th semester)
- Need to reappoint doctoral committee
- Closure of student's file after 4 semesters of non-enrollment and requirement that student completes a new application for admission to the graduate program.



First Milestone

- Develop student's [Plan of Study](#) and submit it to the Grad School no later than second semester of student's enrollment.
- Plan of Study includes:
 - Courses student plans to complete for the degree in major area
 - Research core
 - Doctoral minor courses (collateral field of study)



Next Steps

Course work





Student readying for comps



But first, a student and research advisor need to decide on a doctoral committee.



*Most Doctoral Committees have:

- **Research Advisor:** Must be graduate faculty with DRE in the student's program; primary mentor; helps students choose committee.
- **Co-RA or 2nd program member:** must have graduate faculty status; must be from the student's program; can serve as a co-research advisor to mentor faculty into that role.
- **3rd member,** usually from outside of program; can be from a related field; maybe a methodologist; can also be GFE from another university
- **Faculty representative:** must be full-time UNC faculty with grad faculty status. Cannot be retired faculty or a faculty person who has left UNC. Ensures Grad School policies are followed through exam and defense processes.

All committee members ensure that the student's work demonstrates quality and scholarly rigor.

*DNP and AuD committees are different



Appointing the Committee

- The doctoral committee must be appointed before the written comprehensive exam. Grad School will not record exam results if no committee is appointed.
- Each committee member must sign (verified digital signatures accepted) the [Request to Appoint a Doctoral Committee form](#).
- Student submits completed form to Graduate School for review and approval.
- Grad School will notify committee members and student of the committee appointment via UNC email.



Why wasn't the committee approved?

Most common reasons the Grad School rejects a proposed committee:

- The committee wasn't the correct composition – 2 from program, 1 related discipline, faculty rep from outside department.
- One of more of the proposed committee members has exceeded the limit of 10 doctoral committees.
- One or more of the committee members doesn't hold the appropriate GF status.



Changing Committee Members

- ***What if a student needs to replace a committee member?***

Changes to committee membership are made **prior** to any exam or defense, and are approved by the Grad School. Students submit the [Change of Committee](#) form for review and approval to the GS.

- ***What if a committee member can't make a meeting or is a no-show? Can we make a last-minute change?***

The program area appoints a replacement committee member and requests Grad School approval **prior** to the exam or defense. If a replacement cannot be appointed prior to the examination or defense, reschedule the exam.



A few things to remember

- All committee members ensure that the student's work demonstrates quality and scholarly rigor.
- All committee members must be present for oral comp, proposal hearing, and dissertation defense.
- The Electronic Attendance policy allows two people to attend via phone or video conference, but revisions are coming to allow for exams and defenses via video-conferencing.



Did you know?

During COVID-19 shutdown, approximately 150 students took their oral comps, defended their proposal or defended their dissertation with all committee members and students attending via Zoom or Teams.



Making progress

So far, your student has:

- Enrolled and continuously registered
- Filed a plan of study
- Completed all necessary courses prior to comprehensive exams
- Had a doctoral committee appointed.



Now the student can start comps





Written Comprehensives



FORMAT AND TIMING DETERMINED
BY THE PROGRAM;

RESULTS SUBMITTED TO THE
GRADUATE SCHOOL FOR
RECORDING;

WRITTEN COMP RESULTS MUST BE
ON FILE IN THE GRADUATE SCHOOL
BEFORE A STUDENT CAN SCHEDULE
ORAL COMPS



Oral Comprehensive Exams

Format and expectations for the exam are set by the program.

The exam is scheduled with the Graduate School using the [Request to Schedule a Doctoral Exam form.](#)

Be sure the Request to Schedule is filed with the Graduate School at least two weeks ahead of the proposed exam date!!!



And then. . .

The Graduate School will check that:

- the student has a valid committee in place (and will notify the student of any problems)
- Check that written comp exams are on file
- Schedule exam on the university and Grad School calendar

If everything is fine, the Research Advisor will receive copy of the Results of a Doctoral Exam form. RA submits completed form to Grad School after the exam concludes.





On to the proposal

- Ph.D. students register for 4 required credits of 797 Dissertation proposal before submitting their proposal (DNP students do not have this requirement).
- Proposal hearing is scheduled by the committee, not by the Graduate School.
- RAs should advise students to familiarize themselves with the [Dissertation Format Manual](#) and any departmental formatting requirements at proposal stage.
- Graduate School records successful completion of proposal and moves a student into candidacy.



Evidence of a successful proposal

Student submits to the Graduate School prior to the [semester deadline](#):

- Digital copy of proposal document
- Evidence of IRB approval
- [Verification of Research Subject Compliance Form](#)
- [Proposal signature page](#)

The [proposal process](#) is explained in detail for students and faculty on the Graduate School website.

Did you know?

University policy prohibits students from proposing and defending their dissertation in the same semester.



Part 3: Dissertating

Learning goal: Know what the student has to do to get this degree finished!



WWW.PHDCOMICS.COM



Things to keep in mind

- A contract with dissertating students is helpful in setting reasonable expectations and holding parties accountable.
- The dissertation is an iterative process – lots of reading drafts, commenting, coaching, supporting, and holding feet to fire.
- Committee members should have the RA-approved draft of the dissertation for review at least 2 weeks before the defense.
- Students should follow formatting guidelines from the start to make the post-defense review process easier.
- You must use Vericite (available in Canvas) or another plagiarism checker on the version of the dissertation submitted to the Graduate School.



Time to defend?





Let's get ready for the defense

- Prior to defending, the student must have registered for and completed (or be in process of completing) 12 credits of 799 - Dissertation
- Complete the [Request to Schedule a Doctoral Examination](#) and submit to Grad School 2 weeks ahead of proposed defense date.
- Grad School will run required checks, notify student and RA of any problems; if all is well, we schedule the defense and send the RA a Results Form.



Getting your student ready





Defense Results

- Defense has 3 possible results – Pass, May Pass with Conditions, Fail.
- A fail is final and a student's program is terminated.
- May pass result should trigger a list of specific conditions with a timeline for completion agreed by the committee and shared with student.
- Pass triggers celebration!!!
- Committee must be unanimous on the defense result.
- If any committee member disagrees, that person should file an objection with the Graduate School. Grad School will investigate and adjudicate situation.



Wait! It isn't over yet. . .



Formatting review comes next



Advise your students about submitting document

- Fill out and email the following to Carol.Steward@unco.edu from your UNC email **after** your committee has approved and signed your signature pages.
- Electronic Copy of thesis, scholarly research project or dissertation in a **single** document. Name your document using your **last and first name** and the **date** you are turning it in. Do the same with revisions, using the most current date for the revised version.
- [Verification of Research Subject Compliance Form](#)
- IRB or IACUC Approval
- [Processing Form](#)
- Signed signature pages: Submit two signed originals for Graduate School records. (During COVID-19 closure, any type of signatures will do.)
- See [more instructions](#) on the Grad School website.



Formatting Review

- Make sure the student schedules defense, defends, and [submits dissertation](#) and signature pages by the [semester deadline](#).
- Ensure student has followed [Dissertation and Doctoral Scholarly Project Manual](#) prior to submitting dissertation.
- If a student has difficulty with writing or formatting, you may suggest hiring a typist or editor.
- The Dissertation Specialist in the Graduate School will review a dissertation twice. If, on the third submission, the dissertation is not correct, then the student will be moved to the following semester for graduation to allow time to revise the dissertation.
- The Dean or Dean's designee also reviews the dissertation or scholarly project for cogency and academic rigor.



Review time



- The Grad School has 1 staff member trained to do reviews, and draft reviews is not the only responsibility of that staff member.
- There's no budget to pay for additional review staff.
- Dissertation and scholarly project reviews usually start in November for fall graduates, mid-March for spring graduates, and mid-July for summer grads.
- Students may submit their draft and not receive their review notes for at least two weeks.
- Students should be prepared to make changes quickly as late as graduation week.



Electronic Dissertation



- Grad School no longer sends paper copies of dissertations for binding; benefits of e-dissertations include:
- Ease of access. Students may submit work from any online computer anywhere in the world, 24 hours a day.
- Saves paper. The process after defense is completely paperless.
- Easy Payment. Students will be charged the \$85 processing fees through your UNC account at the end of the semester.
- Scholarly impact: UNC e-dissertations are downloaded from around the world 100,000+ times per year. Digital UNC collects data to measure scholarly impact.



Finishing the Process

- Once the dissertation is approved by the Graduate School, students submit their dissertation to ProQuest. Instructions are on the Grad School website.
- They complete & submit [Digital UNC ETD Approval Form](#)
- They complete [Survey of Earned Doctorates](#)



The Grad School is here to help!

- **Carol Steward, Thesis and Dissertation Specialist,** carol.steward@unco.edu
 - GF status processing
 - Doctoral committees
 - Proposal processing
 - Doctoral exam scheduling
 - Dissertation formatting reviews
- **Laura Hulsey, Degree Compliance Specialist,** laura.Hulsey@unco.edu
 - Plan of study and Degree Works
 - Recording comprehensive exams
 - Recording doctoral exam and defense results
 - All things graduation
- **Cindy Wesley, Associate Dean,** cindy.wesley@unco.edu
 - Oversight of all of the above



Feedback

Thanks for your attention to the material in this long presentation.

You must complete the [Qualtrics survey](https://unco.co1.qualtrics.com/jfe/form/SV_3WZW9bRfFHc1T3T) at this link to record that you completed the online workshop.

https://unco.co1.qualtrics.com/jfe/form/SV_3WZW9bRfFHc1T3T



THANK YOU!

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