

## **POLICY FOR APPROVAL OF JUNIOR FACULTY TO CHAIR A PHD DISSERTATION COMMITTEE**

A Graduate College Level 4 faculty appointment is required to chair a PhD dissertation committee. One of the requirements for this appointment level is that the applicant must present evidence that they have participated in departmental graduate education activities. Junior faculty members will have had only limited opportunity to participate in graduate education. Therefore, it is the responsibility of the graduate program to evaluate whether the projected graduate activity level and experience of a junior faculty member is appropriate to chair a PhD dissertation committee.

A junior faculty member is defined as a faculty member who has been appointed at the level of an Assistant Professor (or equivalent) for less than five years. The program should evaluate the following when determining whether to request that a junior faculty member be appointed as a Level 4:

1. Experience of faculty member in mentoring students
2. Current or planned activity in the graduate program and graduate education
3. Understanding of the Graduate College and graduate program policies and procedures

Approval of a level 4 appointment for a junior faculty member requires that the department chair or program director provide written verification as part of the Graduate Faculty appointment application that the program has determined that the junior faculty member meets Graduate College requirements to chair a PhD dissertation committee. Applicants are still required to meet the publication requirements for a level 4 appointment.

### **Procedure**

1. Junior faculty member submits online application for level 4 Graduate Faculty appointment at <http://graduate.ouhsc.edu/newFacAppt/introhome.aspx>
2. Program evaluates whether current and planned activity by the junior faculty member in the graduate program and graduate education are sufficient for the junior faculty member to chair a PhD dissertation committee.
3. Department Chair or Program Director submits written verification in the comment box in the online application that the junior faculty member meets Graduate College requirements to chair a PhD dissertation committee.