

Procedure for Assessing the Qualification of Non-CEE Faculty as Major or Co-Major Professor and Dissertation Topic

Subject:

Procedure for Assessing Qualification, Research Topic Appropriateness and Financial Sponsorship for FIU Tenure (T) and Tenure-earning (TE) Non-Civil-Engineering FIU Faculty, PhD-degree holders, Who Wish to Advise/Mentor Graduate Students Pursuing a PhD Degree Program in Civil Engineering (CE) in the Department of Civil & Environmental Engineering Department (CEE).

GPAC Subcommittee in Charge of Qualification

To streamline the procedure, a three-member CEE GPAC subcommittee (GPACSC) will be formed consisting of three T or TE CEE faculties with DAS status. The CEE Departmental Chairperson is an *Ex-officio* non-voting member of the subcommittee and have first preference to moderate an evaluation and meetings of the Subcommittee, unless he/she timely, in advance, assigns a representative. The GPAC Subcommittee voting members will be appointed by the CEE Chairperson. Voting will strictly be by *secret ballot*. Acceptance by two (2) out of the three (3) members will be required to approve any action.

Application Documentation

An applicant, Tenured (T) or Tenure-Earning (TE) FIU Non-CEE “*Proposing Faculty member*” (also referred herein as “the applicant”) will submit four (4) updated documents for evaluation and decision by the Subcommittee, as follows:

- 1) A letter to the Subcommittee in the letterhead of his/her academic unit, expressing and justifying the interest to serve as either Major or Co-Major Professor of an admitted PhD CE student.
- 2) A complete copy of the documentation that was most recently used to obtain or renew FIU DAS status that met the minimum requirement of the FIU UGS. If the above is not available, as an alternative, the applicant may also submit an updated, comprehensive Curriculum Vitae (CV) .
- 3) A D1 form including proposed dissertation committee members along with 1-to-2-page description of the proposed research, including *expected meaningful contribution to the main body of knowledge of civil engineering*. D1 form shall comply fully with FIU University Graduate School (UGS) and CEE applicable policies.
- 4) A letter of commitment to financially sponsor a PhD student through the completion of the degree. The letter must be originated and signed by the Proposing Faculty member and endorsed by the FIU academic unit responsible administrator (or as an alternative, a sponsoring non-FIU organization or agency). In the case of an FIU academic unit, a statement must clearly indicate that the financial support will continue in case the Proposing Faculty member leaves the department or FIU, and as soon as a new Major Professor for the PhD student is approved by CEE.

Qualification Procedure

- 1) A meeting will be called by the Chairperson of CEE or his/her designee at a mutually agreeable time when all Subcommittee members can attend *in person*. Two meetings, at most will be held,

one during Fall semester and one during Spring semester. After introductory remarks to the subcommittee, the CEE Chairperson or designee, can leave the meeting

- 2) Evaluation of DAS Credentials Relevance to Civil Engineering. The GPAC-SC will evaluate the qualifications of the Proposing Faculty member based on careful review of the DAS documentation package (or its alternative documents) to supervise a PhD student in Civil Engineering through the completion of the dissertation. In case GPAC-SC does not approve the applicant as Major Professor, and the applicant has indicated his/her willingness to use Co-Major Professor, the GPAC-SC will evaluate the applicant as Co-Major Professor. Upon Approval of the applicant as Major or Co-Major Professor, the GPAC-SC will begin evaluation of research topic and financial sponsorship. No need for evaluation of an applicant if he/she has previously obtained FIU DAS status through CEE, or previously evaluated favorably by the GPAC-SC.
- 3) Evaluation of the Research Topic for Contribution to Civil Engineering. The GPAC Subcommittee will evaluate the proposed 1-to-2-page description for the appropriateness, relevance and potential of the research topic as well as the qualifications and relevant expertise of the proposed members and the composition of the committee. If the Proposing Faculty member is approved to be Major Professor or Co-Major Professor, he/she will also meet the University Graduate School (UGS) dissertation requirement for an FIU T or TE member from outside of the CEE department, who is also a member of the Graduate Faculty.
- 4) Evaluation of Financial Sponsorship. The GPAC Subcommittee will review the financial commitment of the Proposing Faculty member to sponsor the student through the completion of the degree, including its continuation in case the Proposing Faculty member leaves FIU before the student obtains his PhD degree. The letter should be addressed to the CEE Chairperson, signed by the Proposing Faculty member and endorsed by the Chairperson (or Director) of the department (or school) where the Proposing faculty is T or TE.
- 5) The GPAC-SC will thoroughly discuss and will recommend one of the following options.
 - a. **Option 1-** The Proposing Faculty member is approved to serve as Major Professor of the CE Dissertation for the evaluated topic.
 - b. **Option 2-** The Proposing Faculty member can serve as Co-Major Professor working with an eligible T or TE Professor from the CEE department, serving as Co-Major Professor, both accepting full responsibility for the student and acquiring the funds necessary to conduct the research in support of the dissertation.
 - c. **Option 3-** The Proposing Faculty member is denied to serve as either Major Professor or Co-Major Professor. This decision is final.

The GPAC-SC will officially communicate the Proposing Faculty member of its decision, via e-mail or hard copy letter, copying the CEE Chairperson.

- 6) If the GPAC Subcommittee approves the Proposing Faculty to serve as Major Professor, the dissertation committee will consist of the following members:
 - a. Major Professor: The Proposing T or TE Faculty member, from an FIU department other than CEE, with CEE-approved DAS status.
 - b. Minimum of two (2) T or TE CEE faculty members with GF Status and meeting all UGS requirements.

- c. If additional eligible members were justified based on their scholar enriching contribution, they will meet all applicable UGS requirements.
 - d. All other requirements will follow the Graduate Catalog for CEE, including the completion and processing of the D-1 form and later on all other D-forms.
- 7) If the GPAC Subcommittee approves the Proposing Faculty member to serve as Co-Major Professor, the dissertation committee will consist of the following members:
- a. Major Professor is an eligible T or TE CEE faculty member.
 - b. Co-Major Professor: The Proposing T or TE Faculty member from an FIU department other than CEE, with CEE-approved DAS status. This member will also meet the UGS requirement for a FIU T or TE member from outside of the CEE department.
 - c. Two (2) T or TE CEE faculty members with GF Status
 - d. If additional eligible members were justified based on their scholar enriching contribution, they will meet all applicable UGS requirements.
 - e. All other requirements will follow the Graduate Catalog for CEE, including the completion and processing of the D-1 form and later on all other D-forms.

First Actions of Approved Proposing Faculty Member

- 1) The approved Proposing Faculty member must meet with the CEE Graduate Program Director (GPD) to go over all applicable guidelines that he/she the approved. Proposing Faculty and his/her student must comply with until the time of graduation. Guidelines include policies and procedures and all other requirements from the FIU UGS and CEE. CEE has policies, procedures and requirements that are in addition to those from UGS that apply to all FIU degree programs. One special requirement is the timely completion of the Annual Student Evaluation, which is a UGS requirement. The meeting should take place immediately after the proposing Faculty is notified that his/her request to advise/mentor a PhD student from the PhD degree program in Civil Engineering has been approved.
- 2) The approved Proposing Faculty member will be assigned a section of CGN 7980-PhD Dissertation once the student is approved for candidacy (i.e., approved D-2 form). Also a section of CGN 6910-Supervised Research, if needed, assigned at the discretion of the CEE Chairperson, mainly for students without an approved D-2 form. The name of instructor to be listed in catalog for these courses will be based on the following:
 - a. The approved Faculty will be sole instructor, if he/she is approved to serve as Major Professor.
 - b. The approved Proposing Faculty and the CEE Major Professor will be co-listed, if approved Proposing Faculty is to serve as Co-Major Professor.

Students could enroll in a maximum of 12 credit-hours of Supervised Research that can be counted towards the minimum requirement of 60 credit-hours beyond their approved MS degree. Only CEE course sections are acceptable as part of the PhD degree program in Civil Engineering.

- 3) A Non-CEE FIU Proposing Faculty member, who will be Major Professor will process any documentation and communication through the CEE GPD, unless UGS procedures call for any exception. Questions from a Non-CEE Major Professor must always be addressed to the CEE GPD first.

