

Dear Dr. Pedro,

The following plan has been developed to address the recently approved work load policy, specifically the area related to doctoral dissertation work:

#### 5.5 Thesis/Dissertation/Exhibition supervision

Graduate thesis, dissertation and exhibition supervision shall provide teaching credit to the chairperson of the thesis or dissertation committee as follows:

- One course release for every 24 credit hours of thesis research or exhibition preparation completed. A faculty member cannot count one student for more than six (6) credit hours of credit for the purpose of this policy.
- One course release for every 12 credit hours of dissertation research completed. A faculty member cannot count one student for more than 12 credit hours of dissertation research for the purpose of this policy.

This course load credit *may* be divided among committee members by agreement. Default divisions of teaching credit for dissertation/thesis committees may be standardized at the College level by a vote of their respective faculty.

Supervision of other capstones, if requiring the intensive involvement of a faculty member, may be eligible for the same teaching credit, under discussion with the College Dean.

In order to accomplish this task, the assigned committee created scenarios aligned to the dissertation guidelines. Each scenario considers nine possible points to be distributed among committee members according to their role. The scenarios consider four committee members, which is how the overwhelming majority of dissertations are constituted. Under these scenarios, any additional committee members will not get points. The rationale behind this approach is to spread faculty members among more dissertation committees instead of concentrating them on just a few. The nine points are equivalent to nine semester hours, which is the average number of dissertation hours doctoral students take. On average, doctoral students graduate in 3.5 years and they are obligated to register dissertation hours every long semester after passing the doctoral comprehensive exam at the end of the second year in the program. Based on this point system, a faculty member achieving 12 points should receive a course release. To use an example for better understanding, on average a faculty member chairing four dissertation committees should get a course release.

Faculty members will complete the **Course Release for Dissertation Points Form** (please attached file) and will request the course(s) release from the COE Dean no later than January 15<sup>th</sup> and August 15<sup>th</sup> of every spring and fall semester, in order for the COE to be able to plan accordingly. The course release requests should be for the following semester. After approval, the

COE Dean will inform the appropriate Department Chair and Program Director for planning purposes and scheduling.

**Option A:** All committee members are internal and the study has two methodologists.

<b>Committee Members</b>	<b>Points</b>
<b>Chair</b>	<b>2.5</b>
<b>Methodologist 1</b>	<b>2.5</b>
<b>Methodologist 2</b>	<b>2.5</b>
<b>4th member</b>	<b>1.5</b>

**Option B:** Three committee members are internal and the study has two internal methodologists.

<b>Committee Members</b>	<b>Points</b>
<b>Chair</b>	<b>3</b>
<b>Methodologist 1</b>	<b>3</b>
<b>Methodologist 2</b>	<b>3</b>
<b>External member</b>	<b>0</b>

**Option C:** All committee members are internal and the study has one internal methodologist.

<b>Committee Members</b>	<b>Points</b>
<b>Chair</b>	<b>3</b>
<b>Methodologist 1</b>	<b>3</b>
<b>3rd member</b>	<b>1.5</b>
<b>4th member</b>	<b>1.5</b>

**Option D:** Three committee members are internal and the study has one internal methodologist.

<b>Committee Members</b>	<b>Points</b>
<b>Chair</b>	<b>3.5</b>
<b>Methodologist 1</b>	<b>3.5</b>
<b>3rd member</b>	<b>2</b>
<b>External member</b>	<b>0</b>

**Option E:** Two committee members are internal and the study has one internal methodologist.

<b>Committee Members</b>	<b>Points</b>
<b>Chair</b>	<b>4.5</b>
<b>Methodologist 1</b>	<b>4.5</b>
<b>External member</b>	<b>0</b>
<b>External member</b>	<b>0</b>

**Option F:** Three committee members are internal and the study has one external methodologist.

<b>Committee Members</b>	<b>Points</b>
<b>Chair</b>	<b>4</b>
<b>External Methodologist 1</b>	<b>0</b>
<b>3rd member</b>	<b>2.5</b>
<b>4th member</b>	<b>2.5</b>

**Option G:** Two committee members are internal and the study has one external methodologist.

<b>Committee Members</b>	<b>Points</b>
<b>Chair</b>	<b>5</b>
<b>External Methodologist 1</b>	<b>0</b>
<b>3rd member</b>	<b>4</b>
<b>External member</b>	<b>0</b>

**Option H:** Two committee members are internal and the study has one external methodologist and one internal.

<b>Committee Members</b>	<b>Points</b>
<b>Chair</b>	<b>4.5</b>
<b>External Methodologist 1</b>	<b>0</b>
<b>Methodologist 2</b>	<b>4.5</b>
<b>External member</b>	<b>0</b>

**Option I:** Two committee members are internal and the study has one external chair and methodologist.

Committee Members	Points
External Chair	0
External Methodologist	0
3 <sup>rd</sup> member	4.5
4 <sup>th</sup> member	4.5

**Option J:** Two committee members are internal and the study has two external methodologists.

Committee Members	Points
Chair	4.5
External Methodologist 1	0
External Methodologist 2	0
4 <sup>th</sup> member	4.5

**Option K:** Three committee members are internal with and the study has one methodologist and one external chair.

Committee Members	Points
External Chair	0
Methodologist	4
3 <sup>rd</sup> member	2.5
4 <sup>th</sup> member	2.5

**Option L:** Three committee members are internal with and the study has two methodologists and one external chair.

Committee Members	Points
External Chair	0
Methodologist 1	3.5
Methodologist 2	3.5
4 <sup>th</sup> member	2

**Option M:** Two committee members are internal with and the study has two methodologists, one external chair and member.

Committee Members	Points
External Chair	0
Methodologist 1	4.5
Methodologist 2	4.5
External member	0

**Option N:** Two committee members are internal with and the study has two methodologists, one internal and one external, plus one external chair.

Committee Members	Points
External Chair	0
Methodologist 1	5
External methodologist	0
4th member	4

**Option O:** The committee members obtain half of the points in any scenario for participating in the dissertation process until proposal defense.

**Important Note:** If any of the options would have a Co-Chair, the Chair and Co-Chair should divide the points equally. For example, if Option A would have a Co-Chair, then the Chair and Co-Chair would receive 1.25 points each.