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Graduate Council Minutes

Graduate Council

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3-4-2004

### Graduate Council Minutes - March 4, 2004

Graduate Council

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## UNIVERSITY OF TENNESSEE

Members Present

Robert Augé, Roberto Benson, Kathleen Davis, William Dunne, Charles Feigerle, Greer Fox, Paul Frymier, Thomas George, George Hoemann, Anne Mayhew, Sally McMillan, Laurel Morton, Trevor Moulden, Naima Moustaid-Moussa, Matthew Murray, Stefanie Ohnesorg, Mary Papke, Linda Phillips, Lloyd Rinehart, Mary Rogge, Handel Wright, Michael Zemel.

The Graduate Council meeting was called to order by Charles Feigerle, Chair, on Thursday, March 4, 2004, at 3:00 p.m. in the 8<sup>th</sup> Floor Board Room of Andy Holt Tower.

1. Minutes of the Preceding Meeting

The minutes of the January 29, 2004, meeting were approved.

2. Committee ReportsCredentials Committee

Kathleen Davis, Credentials Committee Chair, presented the report from the February 19, 2004, meeting.

Davis presented proposed revised bylaws and operating procedures to Council for approval. A motion was made and seconded to amend the proposed bylaws to stipulate ten years approval following tenure. The motion for amendment carried.

A second amendment was made and seconded to indicate that criteria for approval should be placed in the context of departmental standards. The motion for amendment carried.

The Council approved the proposed bylaws as amended (Attachment 1).

Davis presented the following faculty members recommended by the Credentials Committee for approval to direct doctoral dissertations:

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<i>FACULTY MEMBER</i>	<i>ACADEMIC DEPARTMENT</i>	<i>APPROVAL PERIOD</i>
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Applications For Initial Approval

Joel Diambra	Educational Psychology and Counseling	Until Tenure Decision
Daniel Flint	Marketing and Logistics	Until Tenure Decision
Brian Leib	Biosystems Engineering and Environmental Sciences	Until Tenure Decision

Matthews Myers	Marketing and Logistics	Until Tenure Decision
Jeannine Studer	Educational Psychology and Counseling	Until Tenure Decision

Applications For Continued Approval – Faculty With Tenure

Tom Boehm	Finance	10 Years
Jerzy Dydak	Mathematics	10 Years
Jon Mentzer	Marketing & Logistics	10 Years
Shashikant Mulay	Mathematics	10 Years
Conrad Plaut	Mathematics	10 Years
Stefan Richter	Mathematics	10 Years
Jan Rosinski	Mathematics	10 Years
David Schumann	Marketing & Logistics	10 Years
Carl Sundberg	Mathematics	10 Years
Dwight Teeter	Communication & Information	10 Years
James Wansley	Finance	10 Years
Marianne Woodside	Educational Psychology and Counseling	10 Years
Daniel Yoder	Biosystems Engineering & Environmental Science	10 Years

Applications For Non-Tenure Track Faculty

Martin Grossbeck	Nuclear Engineering	5 Years
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The report was approved by Council.

Graduate Deans' Group

William Dunne, Interim Chair, presented the report for the February 12, 2004, Graduate Deans' Group meeting.

- Graduate assistantship appointments should be limited to twenty hours per week (50% FTE). Only in special circumstances can additional hours be added to an appointment and must be approved by Dr. Mary Papke.

- Letters of appointment for graduate assistantships should adhere to the standards described in materials available for use by departments on the Graduate Student Services Blackboard site. These letters are to include a listing of all benefits granted to graduate assistants, including a listing of all fees covered and those fees not covered by the assistantship.
- Graduate Assistants working 25% time or more are entitled to a fee waiver. Fee waivers are created from actual funds within the university, either through central administration accounts or through research contracts in the case of graduate research assistantships.
- The Graduate Student Services' Blackboard site has been created to provide current and updated graduate information for graduate coordinators. Faculty and staff may contact Graduate Student Services at 974-2475 to request access to the Blackboard site.

### 3. Announcements

#### Report from the Graduate Dean

Anne Mayhew, Graduate Dean, reported that the number of international applications for admission for Fall 2004 for the graduate school is down. Factors which may have affected this trend were discussed, such as difficulty in obtaining visas and availability of graduate degrees abroad.

Mayhew and Mary Papke, Associate Dean, requested that academic departments monitor international applications for admission for Fall 2004 so that the institution could prepare for the impact this trend would have on enrollment.

#### Report of the Nominating Committee

Robert Auge reported that the Nominating Committee recommended Dr. Stefanie Ohnesorg as its nominee for the Graduate Council Chair to be elected to serve 2004-2006.

Feigerle asked for any further nominations from the floor. No further nominations were made. On April 22, 2004, the Council will vote for the 2004-2006 Chair by secret ballot.

#### Report from the Graduate Student Senate

Laurel Morton, Vice President of the Graduate Student Senate, reported on the "Love Your Libraries" Fun Run, which was held on Saturday, February 14, 2004. She reported that a record amount of over \$7,000 was raised through this effort.

### 4. Other Business

Feigerle introduced a first draft of Graduate Council Bylaws. He suggested that any recommendations from Council members should be noted to Stefanie Ohnesorg,

Beauvais Lyons, President of Faculty Senate, Anne Mayhew and/or Charles Feigerle. This group will bring back a draft of the Graduate Council Bylaws for the next meeting.

The meeting adjourned at 4:20 p.m.

Respectfully Submitted,

Tammy L. Phelps  
Secretary to the Council

## Attachment 1

BYLAWS AND OPERATING PROCEDURES  
Credentials Committee of the Graduate Council

Approved 10/2001

Revision Approved by Council 03/2004

The Credentials Committee is responsible for procedures that will ensure careful and competent supervision of dissertation research. The goal is to ensure good scholarship, competent management of the process, high academic standards, and completion of dissertations in a timely manner. To this end the Committee will conduct a review of the credentials of those who will be recommended to the Graduate Council for approval to direct doctoral dissertations. In making these recommendations the Committee will follow the procedures outlined below:

- 1) Tenure-track but untenured faculty members are eligible to direct dissertations subject to departmental approval as indicated by a vote of the tenured faculty, and a letter of support from the department head. The letter of support and the results of the vote should be forwarded to the Credentials Committee, which will make a recommendation to the Graduate Council. Based on the recommendation of the department head, the Credentials Committee may recommend approval for an unspecified number of students prior to the review for tenure or may limit approval to a specific dissertation project. It will be expected that department heads and senior faculty will mentor new faculty members as they master the art of working with students on their dissertations.
- 2) When a faculty member is awarded tenure and promotion to the rank of associate professor, approval to direct dissertations will automatically be granted for a period of 10 years or until promotion to professor, *whichever comes first. If, after 10 years, a faculty member is not promoted to professor, approval to direct dissertations will not be extended except on a case by case basis (see #6) below.*
- 3) *When a faculty member is promoted to the rank of professor, approval to direct dissertations will automatically be granted for 10 years and will be reviewed every 10 years thereafter, for so long as approval is sought.*
- 4) Application for continuing approval following promotion to professor should be submitted to the Credentials Committee in the year prior to expiration of approval and should consist of (a) a list of theses and dissertations supervised over the past 10 years; (b) a list of peer-reviewed publications for the past 10 years; (c) a list of grants and other external validation or support of creative and scholarly activity; (d) other evidence of scholarly activity that may be relevant to the approval to direct dissertations; and (e) a letter of support for continued approval from the department head placing the above items in the context of department standards. The primary criterion for approval will be evidence of externally reviewed and validated scholarly or creative activity.
- 5) *Non-tenure track faculty may be considered for limited approval to direct dissertations. Where such approval is sought, departments should provide evidence of scholarly activity along with a letter of support from the department head. The*

*results of the vote of the tenured faculty vote should be provided. The evidence forwarded should consist of (a) a list of peer-reviewed publications; (b) a list of grants and other external validation or support of creative and scholarly activity; (c) other evidence that may be relevant to the approval to direct dissertations. Evidence of participation in graduate training should be provided.*

- 6) Faculty members who have not been granted approval for supervision may petition the Dean of Graduate Studies for limited approval to supervise individual dissertations if the department head and department faculty support the petition. Petitions should describe the accomplishments of the faculty member as described in the previous paragraph, as well as the special circumstances that would warrant one-time approval.
- 7) *Automatic approval applies only to faculty members who participate in programs that award doctoral degrees. Faculty in other departments may petition for approval. Faculty members who have not completed their doctorates may not supervise dissertations.*

From time to time, the Committee may also consider other matters related to the process of dissertation supervision.

The Committee will consist of seven members from those colleges that award doctoral degrees. At least one member will be from each of the following colleges: Arts & Sciences; Business; Education, Health, and Human Sciences; and Engineering. The Committee elects a chair annually.

To be included on the committee's agenda, seven copies of each request for approval should be submitted to the Office of Graduate Student Services at least one week in advance of the meeting.