Policy S-4.07
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

TITLE: **SUPERVISORY CHAIR AND COMMITTEE FOR PHD STUDENTS**

POLICY: After completing the progression examination, all PhD students will have a supervisory chair and committee members nominated by the department chairperson and approved by the PhD program director and dean of the College, and appointed by the dean of the graduate school (per UF Graduate Catalog).

RATIONALE: The College of Nursing is responsible for providing research mentoring for all PhD students admitted to the College.

PROCEDURE:

After passing the progression examination, the student is responsible for arranging a meeting with the supervisory chair to refine the focus of the student's plan for research and review *Student Checklist for PhD Program Planning* **(**Attachment #1**)** regarding PhD student responsibilities.

1. The student and mentor will develop a list of potential faculty members who are conducting research in the area of the student's research focus.

2. The student and mentor will arrange a meeting with the PhD program director and relevant department chair to identify potential supervisory committee chairs.

3. The student works with the mentor and department chair <u>until</u> a suitable supervisory committee chair is identified and appointed.

    - The department chair and PhD program director nominate supervisory committee chair and members
    - As per the UF Graduate Catalog, the College of Nursing dean approves the nominations and the dean of the Graduate School appoints the supervisory committee chair and members.

4. The student and supervisory chair develop a list of potential committee members who meet criteria listed on *Criteria for Selection of Supervisory Chair and Committee Members* (Attachment #2).

5. Following selection of the supervisory chair and members, the student will:

   A. Complete *Supervisory Committee Appointment Form* (Attachment #3).

   B. Turn completed form into the Office of Academic and Student Affairs (OASA) for entering into the Graduate Information Management System (GIMS) system.

6. Any changes in supervisory committee member(s) must be approved by supervisory chair, department chair, and PhD coordinator and submitted to the OASA office for transmission to the UF Graduate School.

7. Any student request for change in supervisory chair or committee members must be presented to the department chair in writing with rationale. The department chair will discuss the request with supervisory chair and members if appropriate, Assistant Dean for Student Affairs (ADSA), and PhD program director. The department chair will then inform the student regarding the outcome of the request.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Approval	Administrative Council		4/10	11/12	
Approval	Academic Affairs Committee	9/99	4/10		4/10
Approval	Leadership Council	10/99			
Approval	General Faculty	11/99			
Approval	Dean	11/99		12/12	

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Attachment #1

STUDENT CHECKLIST FOR PHD PROGRAM PLANNING

I. Supervisory Committee Appointment

- Arrange meeting with mentor and relevant department chair to identify potential supervisory chair and members. _____

- Obtain consent of chairperson and faculty members to serve on committee. _____
  Committee Membership:
  - ✓ No less than four members.
  - ✓ At least two members from College of Nursing (including chair).
  - ✓ One member from minor/specialization area of study.

- Complete *Supervisory Committee Appointment Form* (Attachment #3) by printing chairperson and committee members' names, department, UFID, and Graduate Faculty Status (GFS). _____

- Submit completed form to Office for Academic and Student Affairs (OASA) and an optional copy to each committee member. _____

II. Other Activities

- Convene first meeting of Supervisory Committee. _____

- Finalize *Individual Program of Study* (Attachment #3 in Policy S-4.10: *PhD Student Mentoring*). Turn completed form into OASA office for placement in student record. _____

For additional information, refer to University of Florida Graduate Catalog on Doctor of Philosophy requirements http://gradcatalog.ufl.edu/content.php?catoid=4&navoid=905#Doctor_of_Philosophy

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Attachment #2

CRITERIA FOR SELECTION OF SUPERVISORY COMMITTEE CHAIR AND MEMBERS

Criteria for faculty members selected for Supervisory Committee chair are:

1. Conducting research in content area of student research focus.
2. Graduate Faculty Status.
3. Record of achievement to support development of NRSA application.
4. Research program.

Criteria for faculty members selected for Supervisory Committee members are:

1. Expertise in research methodology or content.
2. Representation from minor area of study (at least one member).
3. Graduate Faculty Status.

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Attachment #3

SUPERVISORY COMMITTEE APPOINTMENT FORM

Student's UFID	Student's Last Name	Student's First Name	Student's Middle Name

Check one:
This form is being submitted for: ☐ new supervisory committee ☐ change in supervisory committee

Degree	Minor

	UFID	GFS Y or N	Name	Department
Chair				
Co-Chair				
Member				
Member				
Member				
Member				
External				

APPROVAL:

_____ _____

Department Chair Date

_____ _____

PhD Coordinator Date

Distribution Original to: ____ OASA/Student Record;
Copies to: ____Academic Advisor _____PhD Coordinator