

Dissertation and Thesis Advising Workload Policy College of Education and Human Development

The University of Maine's College of Education and Human Development is committed to sustaining a culture of scholarship excellence and supporting the development of doctoral students. One way to recognize faculty contributions to this endeavor is to offer faculty workload credit for doctoral committee membership and advising for student accomplishment of doctoral program milestones (e.g., comprehensive exams, dissertation proposals, and completed dissertations).

The intensity of doctoral advising can vary depending on a range of factors including student engagement and stage/milestone of the program. These guidelines are intended to recognize the significant level of instructional service provided by faculty working with doctoral students who are post-coursework. While the total amount of time and effort dedicated to supporting UMaine's doctoral students cannot be directly rewarded, the Doctoral Faculty Workload Policy is an attempt to honor the valuable efforts of College faculty as they guide doctoral students toward completion of their degrees.

The following College-wide guidelines will be implemented do not preclude the development of further guidelines specific to each School within the College.

Calculation of teaching load credit for doctoral advising/mentoring activities

- Dissertation committee chair: 20% of a course (per student) to be awarded when the student passes the oral defense.
- Non-chair dissertation committee advising: service credit to be documented in tenure, promotion, and post-tenure review processes.
- Non-chair dissertation reader: service credit to be documented in tenure, promotion, and post-tenure review processes.
- Methodologist: service credit to be documented in tenure, promotion, and post-tenure review processes.
 - The methodologist may be awarded course credit in cases that require an unusually heavy advising role for this individual. The School Director will make these decisions on a case-by-case basis.
- Course credit may be split between committee members at the discretion of the chair.
- Other: In instances where a COEHD faculty member serves on a Ph.D. or M.S. committee, either in another College at UMaine or another university, credit will be in the form of service to be documented in tenure, promotion, and post-tenure review processes.

NOTES: Faculty serving as Chair of a Master's thesis committee can claim 10% course credit for that assignment when a student passes the oral defense. No teaching load credit is given for academic advising assignments (including pre-dissertation doctoral advising committees and undergraduate thesis committees).

How will doctoral advising workload be tracked?

Faculty taking workload credit for doctoral advising will submit a brief report (listing students and the faculty member's role for each) to their Program Coordinator at the beginning of each semester. Program Coordinators will share these reports with the School Director.

Fractional teaching load credit for doctoral mentoring activity can be carried from one year to the next. Faculty should normally take course credit for their mentoring activity at the time such service occurs. Faculty taking course credit in a given semester will arrange for course coverage (as needed) to avoid overload situations. Faculty may only request one course release in a given semester. Requests must be approved by the faculty member's School Director. The program coordinator and School Director must approve all faculty release time related to dissertation and thesis advising. Mentoring activities that are not applied to one's teaching load should be included in the faculty member's list of service accomplishments.

** Effective Date: Spring 2017*

Acknowledgments

Concepts and language adapted from UMaine EDL doctoral advising agreement memo, COEHD Faculty Workload Guidelines at George Mason University, University of Hawaii, Northern Illinois University, and Texas State University's faculty workload policies.

Approved by Graduate Faculty - 3/4/16 (Revised based on Dean Reagan's feedback and approved by GAC 2/22/17).

To do: Tracking Process

- It is the responsibility of each faculty member to submit his or her accrued time to the School Director each semester.
- The Director's office of each school will maintain a record of accrued faculty time.