

**PRAIRIE VIEW A&M UNIVERSITY  
OFFICE OF GRADUATE STUDIES**

**GRADUATE COMMITTEE FACULTY**

**THESIS, DISSERTATION, DOCTORAL PROJECT (T/D/DP) COMMITTEE  
MEMBERSHIP GUIDELINES**

This document presents general guidelines outlining the process and procedures by which individuals may serve as members on a Prairie View A&M University thesis, dissertation, or doctoral project committee. The following sections describe the purpose, process, categories, procedures, and limitations for Graduate Thesis/Dissertation/Doctoral Project Committee (T/D/DP) membership.

**THE PURPOSE**

The Graduate Committee Faculty Members of Prairie View A&M University shall consist of persons whose professional and scholarly accomplishments and effectiveness in research and student advising qualify them for active participation on Thesis/Dissertation/ Doctoral Project (T/D/DP) committees. Approved members may participate in the University's graduate degree programs by serving on graduate student advisory committees and by supervising thesis and dissertations in addition to the usual professional activities associated with the higher education professoriate. While a person teaching graduate courses may have T/D/DP status, the determination to teach graduate courses within any particular graduate degree program rests solely with the department and college.

**THE PROCESS**

A new or renewal application to serve on the Graduate Thesis/Dissertation/Doctoral Project Committee (T/D/DP) is initiated by the applicant (i.e., tenure-track/tenured or non-tenure-track faculty) and approved by the Office of Graduate Studies. The application is available at <https://www.pvamu.edu/graduatestudies/committee-faculty/>

An applicant for T/D/DP Committee membership must submit a new or renewal application accompanied by the individual's CV/resume to the Office of Graduate Studies. The application form can be found on the Graduate Studies website. Membership status and expiration dates are posted on the Graduate Studies website at <https://www.pvamu.edu/graduatestudies/committee-faculty/>

Once the Office of Graduate Studies receives the application, the T/D/DP Faculty Standing Committee of the Graduate Council is responsible for reviewing the applications and reporting on application outcomes to the Graduate Council.

Individuals may be approved for the following categories of graduate Thesis/Dissertation/Doctoral Project Committee (T/D/DP) membership status: full, associate, or special.

## **GRADUATE COMMITTEE FACULTY MEMBERSHIP CATEGORIES**

### **1. FULL MEMBER ELIGIBILITY AND RESPONSIBILITIES**

Full Members of the Graduate Committee Faculty meet the following criteria:

#### **1.1 Eligibility**

1.1.1 Full Members must hold a terminal degree in their field, have the expertise to support graduate student training, and have demonstrated excellence in scholarship within their field.

1.1.2 Full Members must be full-time tenure-track or tenured professors employed by PVAMU.

1.1.3 Full Members must demonstrate quality performance in research, creative works, or clinical activity in their area of discipline, as evidenced by having published at least three (3) peer-reviewed scholarly publications/conference proceedings or published creative works/performances in appropriately-acknowledged depositories, according to the departmental guidelines within the last five (5) years.

1.1.4 Full Members must have previous experience with chairing/co-chairing or committee service within the past five (5) years, including having served as chair or co-chair on two (2) committees or having served as a member on three (3) committees.\*

#### **1.2 Privileges**

1.2.1 Full Members are appointed to three (3) year terms.

1.2.2 A Full Member may chair, co-chair, or serve as a member on theses, dissertations, and doctoral project committees.

1.2.3 Full Members who retire or resign in good standing while serving as a chair/co-chair/ a member may continue as members (but not a chair/co-chair) of theses, dissertation, or doctoral project committees until the student has graduated.

### **2. ASSOCIATE MEMBER ELIGIBILITY AND RESPONSIBILITIES**

Associate Members of the Graduate Committee Faculty meet the following criteria:

#### **2.1. Eligibility**

2.1.1 An associate member must be full-time tenure-track or tenured professors employed by PVAMU and must hold a terminal degree.

2.1.2 Associate Members must demonstrate quality performance in research, creative works, or clinical activity in their area of discipline as evidenced by having published at least two (2) peer-reviewed scholarly publications/conference proceedings or have published creative works or performances within the last five (5) years in appropriately-acknowledged depositories, according to the departmental guidelines.

## 2.2 Privileges

2.2.1 Associate members are appointed to three (3) year terms.

2.2.2 An Associate member may serve as a committee member on theses, dissertations, and doctoral project committees.

2.2.3 An Associate member may serve as a co-chair on theses, dissertations, and doctoral project committees only after having served as a member on three (3) previous committees within the past five (5) years.\*

\* Exceptions to previous committee experience may be made for full and associate member applicants in cases of newly-established degree programs or newly-hired faculty.

## 3. SPECIAL MEMBER ELIGIBILITY AND RESPONSIBILITIES

Special Members of the Graduate Committee Faculty meet the following criteria:

### 3.1. Eligibility

3.1.1 An academic unit or department may need individuals to serve on graduate thesis, dissertations, and doctoral project (T/D/DP) committees who do not have a terminal degree in their field or otherwise would not qualify as a full or associate member (including non-tenure-track faculty).

3.1.2 Persons may qualify for Special membership appointment to the graduate thesis/dissertation/dissertation project committee if they have demonstrated exceptional scholarly or creative activity, relevant professional experience, or professional licensure and certifications, honors and awards, or other competencies and achievements that would benefit the graduate student's thesis, dissertation, or doctoral project (T/D/DP) committee.

3.1.3. Special members may or may not be employed by Prairie View A&M University. Visiting and TAMUS faculty are eligible for special membership. The University will recognize the graduate faculty status held by the visiting and TAMUS faculty at their home institution.

3.1.4 Graduate students are not eligible to be considered for Special membership.

## 3.2 Privileges

- 3.2.1 Special members are appointed to serve on the specific graduate (T/D/DP) committee requested for the duration of the specified thesis, dissertation, or doctoral project to which the member applied to serve.
- 3.2.2 An individual with special membership status may not serve on more than three (3) thesis, dissertations, or doctoral projects concurrently.
- 3.2.3 An individual who has a special membership status may serve as a T/D/DP committee member only (except in the case of visiting or TAMUS faculty members who may qualify to serve as co-chair).

## **PROCEDURE**

Appointment to the Graduate Committee Faculty is designed to ensure competence in the scholarly supervision of graduate students in completing their thesis, dissertation, and doctoral projects. Such competence is a function of experience and expertise and is characterized by sustained scholarly engagement and commitment to academic excellence.

Membership is not guaranteed, and members will be reviewed by Graduate Council annually, regardless of the membership status. All members must adhere to the Graduate Committee Faculty Chair/Co-Chair/Committee Agreement Forms, which outline the specific roles and responsibilities for committee members. The T/D/DP forms and procedures are outlined at <https://www.pvamu.edu/graduatestudies/thesis-and-dissertation/>.

In cases where a committee member has not adhered to the responsibilities outlined in the signed chair/co-chair/committee agreement form, a member's status may be rescinded or modified. Such a decision would be determined by a review process established by the Graduate Council's Graduate Committee Faculty Standing Committee and the Graduate Dean, in consultation with the Provost and Vice President, the Academic Dean, and/or Department Head.

The process for rescinding or modifying a member's status will not supersede any governing federal, state, and university policies with respect to anti-discrimination policies or related policies. There may be implications related to the dismissal or change of a member's status, impacting the faculty member and/or student.

The faculty member has the right to appeal his/her change in status through the Complaint and Appeals Procedures for Faculty Members (32.01.01.P0.01).

## **LIMITATIONS ON CHAIRING**

Chairing dissertations requires commitment and time. To maintain quality graduate student scholarship and ensure sufficient time is afforded each graduate supervisee, a full member may chair no more than six (6) dissertations at one time.