

## **Review Procedure for Applicants for Dissertation Advisor Status Florida International University**

Completed applications with departmental & college approvals are due at UGS no later than **October 15** for fall and **March 15** for spring. **YOU MUST SAVE THE PDF FORM ON YOUR COMPUTER BEFORE COMPLETING OR ALL TEXT WILL BE LOST.**

### **Applicant**

The applicant completes Parts I through III of the application and submits the application to the Departmental Dissertation Advisor Status (DAS) Committee. [Note: Applicants should hold Graduate Faculty appointment.]

### **Departmental Review**

The evaluation committee in each department (Schools residing within Colleges are considered departments for the purposes of this review) must consist of at least three members of the Graduate Faculty with Dissertation Advisor Status. Applications will be reviewed in accordance with the criteria outlined in the University Policies regarding Graduate Faculty with DAS. Applications not approved by the departmental committee are not forwarded.

### **Department Chairperson or School Dean**

If the department Chairperson holds DAS, he or she makes an independent recommendation and forwards the application to the unit Dean. If the department Chairperson does not hold DAS, he or she forwards the application to the unit dean without recommendation (place N/A in designated area).

### **Dean of the College or School (if not signing above)**

The unit Dean makes and justifies his or her recommendation and forwards the application to the University Graduate School. The University Graduate School will provide copies of the application to the University Dissertation Advisor Status Evaluation Committee (DASEC).

### **Dissertation Advisor Status Evaluation Committee**

The DASEC consists of 15 Graduate Faculty who hold DAS and who have been elected from the College of Arts and Sciences, the College of Business Administration, the College of Education, the College of Engineering and Computing, the College of Nursing and Health Sciences, and the Robert Stempel College of Public Health and Social Work. This committee makes and explains its recommendation and forwards the application to the Dean of the University Graduate School.

### **Dean of the University Graduate School**

The Dean of the University Graduate School makes and explains his or her recommendation and forwards the application to the Provost.

### **Provost**

The Provost makes the final decision on a faculty member's appointment to Dissertation Advisor Status.

Questions should be directed to Irene Baquero at the University Graduate School

Please call 305-348-3342 or email: [ibaquero@fiu.edu](mailto:ibaquero@fiu.edu)

## Dissertation Advisor Status Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ School or College \_\_\_\_\_

FIU Appointment: \_\_\_ Tenured \_\_\_ Tenure Earning \_\_\_ Not Tenured or Tenure-Earning

Date Appointed to Graduate Faculty: \_\_\_\_\_

**I. Describe** briefly the accomplishments that would support your appointment to Dissertation Advisor Status. The bullets below are drawn from the policy establishing the Dissertation Advisor Status. Attach a maximum of two (2) double-spaced pages in response to these bullets:

- Scholarly or creative activity substantially greater than expected for appointment to the Graduate Faculty
- Successful mentoring of graduate students as evidenced by, among other things:
  - Time to degree
  - Post-degree appointments
  - Publications from theses or dissertations
- Evidence of acquiring external funds sufficient to support doctoral students, particularly in those fields where external funds are available
- Involvement in professional activities substantially greater than expected for appointment to the Graduate Faculty

**II. Attach** a current curriculum vitae of no more than 10 pages.

**III. Complete** only the header on the next three pages.

## Transmittal Form

Applicant \_\_\_\_\_ Department \_\_\_\_\_

**Department Recommendation:** \_\_\_\_\_ Recommended \_\_\_\_\_ Not Recommended

Please explain your recommendation by commenting on the applicant's qualifications for Dissertation Advisor Status.

Signature Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

**Chair or School Dean's Recommendation:** \_\_ Recommended \_\_ Not Recommended

Please explain your recommendation by commenting on the applicant's qualifications for Dissertation Advisor Status.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Transmittal Form**

Applicant \_\_\_\_\_ Department \_\_\_\_\_

**College Dean's Recommendation:**    \_\_\_ Recommended    \_\_\_ Not Recommended

Please explain your recommendation by commenting on the applicant's qualifications for Dissertation Advisor Status.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Dissertation Advisor Status Evaluation Committee Recommendation:**

\_\_\_\_\_ Recommended    \_\_\_\_\_ Not Recommended

Please explain your recommendation by commenting on the applicant's qualifications for Dissertation Advisor Status.

Signature Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

## Transmittal Form

Applicant \_\_\_\_\_ Department \_\_\_\_\_

**Graduate Dean's Recommendation:** \_\_\_\_ Recommended \_\_\_\_ Not Recommended

Please explain your recommendation by commenting on the applicant's qualifications for Dissertation Advisor Status.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Provost's Decision:** \_\_\_\_ Appointed \_\_\_\_ Not Appointed

Signature \_\_\_\_\_ Date \_\_\_\_\_