



NEW JERSEY CITY UNIVERSITY

HANDBOOK FOR DOCTORAL PROGRAMS

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Part 1: Application Procedures and Admissions Policies

Application Procedures

All applicants are required to complete an application to New Jersey City University's doctoral programs. The Office of Graduate Studies and Continuing Education will conduct a preliminary screening of doctoral program applicants at least once a year, consistent with the basic criteria below. Applications of doctoral candidates who meet such criteria are forwarded to the doctoral coordinator* to which applicants are applying. The departmental doctoral program admissions committee, at least three faculty members who teach in the doctoral program, elected by the full-time faculty in the program will review the applications forwarded from the Office of Graduate Studies and Continuing Education and will make the final decision regarding applicants' acceptance or rejection to a doctoral program.

However, as per existing University policy, applicants who are not approved for admission to graduate study at the University have the right to appeal the decision if they believe there are significant factors that may alter the decision. The appeal must be made in writing to the doctoral coordinator of the program within 14 calendar days from the date of the postmarked decision letter.

Application materials for admission are available in the Office of Graduate Studies and Continuing Education (Hepburn Hall, Rm. 206) and may be picked up by or mailed to the applicant. Applications and related materials are also available in the respective doctoral program offices. Applications and related forms are also available online.

Official Transcripts

Official transcripts of applicants must bear the raised seal of the institution from which it is sent. They should be sent directly to the Office of the Dean of

*The term "doctoral coordinator" refers to the graduate faculty member who teaches in the doctoral program, elected by the full-time department members, responsible for overseeing the program and who is a member of the department in which the program is offered.

Graduate Studies and Continuing Education and are to be included with the application in a sealed envelope with the registrar's signature or seal. A maiden or prior name must be marked by the sending institution and current name indicated on the transcript.

GPA Requirements

For candidates with a Master's degree, admission to all doctoral programs requires a minimum cumulative GPA of 3.00 unless the specific doctoral program requires a higher GPA. Candidates who have 30 graduate credits can be admitted in accordance with the procedures established by the specific doctoral program. The GPA of a minimum of 3.00 applies to those candidates as well. Applicants from an international institution must have a strong academic performance comparable to a 3.00 for a Master's Degree. All GPA's are based on a 4.00 scale.

Standardized Test Scores

Admission to all doctoral degree programs requires a standardized test. Individual departments with doctoral programs can set which standardized tests they will accept from applicants, whether the GRE, MAT, TOEFL, IELTS, GMAT, etc., with minimum scores no lower than those established by the University. Only scores from tests taken within the last five years will be accepted.

Statement of Purpose

All applicants are required to submit a statement of purpose of no fewer than 1,000 words. No application will be reviewed without it. Each department with a doctoral program can specify what the statement of purpose should include.

Résumé or Curriculum Vitae

All applicants are required to submit a résumé or curriculum vitae with their applications. This document should clearly outline accomplishments suitable for the desired degree program.

Letters of Recommendation

All applicants are required to submit three letters of recommendation. They should be written by someone familiar with the applicant's academic work

and/or professional experience. Recommendations from professors in one's major field of study are highly recommended.

Application Fee

A non-refundable application fee must accompany the application.

Special Admissions Requirements

Many departments and programs have special admissions requirements. Several, for example, require special concentrations. Others require auditions and/or interviews. Prospective applicants should review the specific requirements of the doctoral program to which they would like to apply.

Financial Considerations

The University offers a limited number of assistantships each year to qualified graduate candidates. Further information is available from the Office of Graduate Studies.

Veterans should contact Veterans Affairs for information about available education benefits. The Coordinator of Veteran Affairs can be found in the University Advisement Center.

Finally, doctoral candidates can request financial assistance through the Federal Student Aid program, which provides loans for graduate education.

International Students

English Language Requirements and Policies

Command of spoken and written English is required for admission. All applicants for doctoral study whose first language is not English must submit an official TOEFL (Test of English as a Foreign Language) score or its equivalent from a test taken within 12 months prior to admission. It can take up to two or three months to receive official results.

Test scores must be submitted with all materials by the application deadline.

Applicants who have been tested and met all English-language requirements within the past five years may apply those scores as long as the doctoral program to which they are applying will accept them.

More information about the test can be found at www.ets.org/toefl.

Minimum Score Requirements for the TOEFL, IELTS, or Its Equivalent

The University's minimum score for the TOEFL is 79 IBT (Internet Based Test), unless the specific doctoral program requires a higher score. The University's recommended minimum score for the IELTS is 6.0, unless the specific doctoral program requires a higher score.

International Transcripts

The online WES (World Education Services) application is available at www.wes.org. Applicants must fill out the application online and then send academic documents to WES. Applicants must request a course-by-course evaluation with a final GPA. The evaluation is generally a lengthy process; therefore, applicants must leave sufficient time to receive their WES evaluation. On the WES form, request that a copy of the report be sent to a "third party" and indicate the following:

New Jersey City University
Office of Graduate Studies and Continuing Education
2039 John F. Kennedy Blvd.
Jersey City, NJ 07305-1597
grad_dept@njcu.edu

Electronic delivery of a WES evaluation is recommended. All final WES evaluations must be received by the Office of Graduate Studies and Continuing Education by the application deadline. If a WES evaluation is required and is not received by that deadline, there may be delays in the processing of visas and immigration papers.

Students who wish to request the use of other legitimate and recognized evaluators of international credits should contact the Office of Graduate Studies. A "legitimate and recognized" evaluator must be a member of NACES (National Council of Credential Evaluation Services <www.naces.org>)

Requirements for International Candidates

International candidates are required to submit the following for application to a doctoral program:

- A Doctoral Program application.
- A passport-sized photograph (approximately 2" by 2" with the applicant's name on the back).
- Two official copies of all US transcripts. All transcripts from institutions other than in the U.S. must be evaluated (course-by-course with a final GPA) by WES or another legitimate and recognized evaluator of international credits.
- A completed "Request for Matriculation" form.

Upon admission to the academic program, students must submit an application for an I-20. I-20 requirements can be found on the international student website <http://www.njcu.edu/internationalprograms>. An I-20 will be sent to applicants who submit proof of financial resources and other requested documents.

International students with F-1 status must comply, at all times, with the requirements as set forth by the United States Citizenship and Immigration Services (USCIS), including full-time enrollment and satisfactory academic progress. Only upon official acceptance into a doctoral degree program and receipt of an official, notarized Affidavit of Financial Support, will the applicant be issued with a US INS form 1-20 AB. When candidates have completed 12 credits, they will have their academic record reviewed. If a "B" or higher has been maintained, then international candidates will be permitted to continue their programs of study.

Financial Considerations for International Students

Annual academic and living costs for an international student can be found on the website of The Office of International Students: <http://web.njcu.edu/dept/oissa/content/costs.asp> .

Application Deadlines

April 1 for fall semester
 October 1 for spring semester
 February 1 for summer sessions

Readmission

Candidates who are not enrolled for at least one graduate course in a fall, spring, or summer semester/session within one academic year must seek readmission. Readmitted candidates should note that they still fall under a

seven-year limit for completing their degrees from their original start dates in their doctoral program.

Immunization

All candidates attending New Jersey City University must complete an Immunization Questionnaire. Failure to do so could delay or prohibit them from attending classes. The Immunization Questionnaire is sent to all new candidates as part of the admission process (New Jersey Administrative Code 8:57:6.1.16), with instructions to return it to the Health and Wellness Center, located in Vodra Hall, Ste. 107. For more information call 201-200-3456.

Part 2: Matriculation

Maintenance of Matriculation Status

In order to be a matriculated candidate one must be registered in a course or courses continuously throughout one's program until completion of all degree requirements. A matriculated candidate should notify the Dean of Graduate Studies and Continuing Education, in writing, if circumstances prevent him or her from registering for a fall, spring, or summer semester/session.

Course Load

Full-Time (9 or more credits per semester/session or 18 or more credits per year)

Half-Time (6 to 8 credits per semester/session)

Part-Time (fewer than 6 credits per semester/session)

Time Limitation for Completing a Doctoral Degree Program

Candidates enrolled in doctoral programs have a seven-year deadline to complete their degrees from their original start dates.

Leave of Absence

Under exceptional circumstances candidates may apply for a leave of absence to the doctoral coordinator and the College Dean, who may or may not recommend approval to the Dean of Graduate Studies and Continuing Education. Candidates must pay the maintenance of matriculation fee during the leave of absence.

Extensions

Candidates can file a request with the Office of Graduate Studies and Continuing Education to receive an extension beyond the seven-year time limit. The Dean of Graduate Studies and Continuing Education, in consultation with the doctoral coordinator, will make the decision whether to grant an extension. There will be no extensions beyond 10 years from the original start date.

Part 3: Program, Course, and Credit Requirements

Course Numbering

000-099	Non-Credit Undergraduate Courses
100-499	Undergraduate-Level Degree Credit Courses
500-599	Graduate-Level Courses (undergraduates may enroll with permission from the department chair)
600-799	Graduate-Level Courses Applicable for a Master's Degree and Post Baccalaureate Certification Programs
800-899	Graduate-Level Courses Applicable for Doctoral-Level Courses (excluded credits for dissertation research and preparation)
900-999	Graduate-Level Courses Applicable to Doctoral-Level Research/Dissertation and Non-Credit Continuation Courses (as needed for graduate candidates demonstrating a move to candidacy in a doctoral program)

Doctoral Credit Requirements

Minimum Full-Time Attendance Requirements

Programs leading to doctoral degrees, as mandated by the New Jersey President's Council, shall represent 3 or more years of full-time study and research beyond the Baccalaureate Degree or the equivalent thereof in part-time work.

Minimum Credit Requirements

A minimum of 90 total credits beyond the Baccalaureate Degree (i.e., a combination of 600-900 courses) with a minimum of 48 credits in 800- and 900-level courses is required for all doctoral programs at NJCU.

Transfer Guidelines

No transfer credits are permitted for 800- and/or 900-level courses.

Professional Doctorates

For professional doctorates such as the Ed.D., D.Sc., D.M.A., or Psy.D. degrees, a minimum of 36 credits in 800-level courses is required.

Research Ph.D.s

For the Ph.D. degree, a minimum of 42 credits in 800-level courses is required.

900-Level Course Requirements

A maximum of 12 credits in 900-level courses are applicable to doctoral degree requirements. (Additional 900-level credits may be received in order to maintain matriculation but may not be used to meet any of the above-stated requirements).

Specific Program Requirements

Individual programs may have semester-hour requirements beyond the minimum set in this handbook for 800-level courses. The minimum number of required credits may vary with each discipline and/or be based on national standards and/or accreditation standards.

Enrollment

800-Level Courses

To enroll in an 800-level course, doctoral candidates must be 1) matriculated in an NJCU doctoral program or 2) visiting students who are matriculated in a doctoral program at another accredited university and who have received written permission from their home institutions as well as from the NJCU doctoral coordinator.

900-Level Courses

To enroll in a 900-level course, doctoral candidates must be matriculated in an NJCU doctoral program.

Auditing Doctoral-Level Courses

800- and 900-level courses may not be audited. See the University's Graduate Catalog regarding auditing 600- and 700-level courses.

Continuation-Credit Courses

Doctoral candidates working on their dissertations are required to enroll in a three-credit 900-level continuation course per semester until the dissertation is successfully defended or they are no longer doctoral candidates. However, only a maximum of 12 credits will be used toward doctoral degree requirements, i.e., 900-level courses.

Enrollment

Only doctoral students matriculated at NJCU can enroll in 800- and 900-level courses.

Grading and Grade Point Average Requirements

Letter Grades

800-level courses will use the existing letter grade system as specified in the NJCU Graduate Catalog.

Candidates can receive no more than one grade of B- or lower in an 800-level course and remain in the program. They will have to retake the course in which they received that B- or lower. The original grade will remain on the transcript and be counted toward the overall grade point average.

Pass (P), Fail (F), and Maintenance of Matriculation (M) Grades

900-level continuation-credit courses will be graded on a pass/fail basis. Candidates who make steady progress toward completing their doctoral dissertations but who have not completed the requisite work in a 900-level course can receive an M (Maintenance of Matriculation) grade. Candidates must enroll in continuation-course credits for that class until the work has been completed. The M grade does not factor into the GPA and does not change upon completion of the requisite work.

Cumulative Grade Point Averages

Cumulative and semester grade point averages of 3.00 must be earned in order to continue in a doctoral program. No probationary arrangements or any exceptions are permitted.

Dissertation Oral Defense

Following the required oral dissertation defense, the doctoral committee shall assess the dissertation as: Approved, Approved with Revisions, or Not Approved. In extraordinary circumstances a committee can assess a dissertation as Approved with Distinction. A decision of “Not Approved” shall result in dismissal from the program without appeal.

Doctoral Dissertation Committees

Number of Members

Doctoral dissertation committees shall consist of three core committee members and may have up to two additional committee members.

Core Committee Members

Each core committee member of a dissertation committee must be a full-time, tenured or tenure-track faculty member of the University and hold the rank of Professor, Associate Professor, or Assistant Professor. All three members must have an earned doctoral degree from an accredited university. One of the three core committee members shall serve as committee chair and that same individual shall serve as the doctoral candidate’s primary dissertation advisor.

The committee chair and at least one of the other core committee members shall be members of the department from which doctoral candidates seek their doctorates.

The third core committee member can be an Affiliate Member of a doctoral-degree program (see Part 5 for a full description of the Affiliate Member status). He or she can either be a full-time faculty member in a department at NJCU other than the one in which the doctoral degree is being granted or an NJCU adjunct faculty member. In both cases, faculty members will have to hold Affiliate Member status in the department offering the doctorate.

Optional Fourth and Fifth Members

The fourth and/or fifth members of a dissertation committee may be University faculty or appropriately credentialed/experienced individuals at other institutions of higher learning or from professional/business entities. These members do not have to be granted Affiliate Member status as is the case with core committee members.

Dissertation Committee Formation

The doctoral dissertation committee is constituted in response to an application from a doctoral candidate (i.e. a candidate who has successfully completed his or her comprehensive examinations). The candidate requests a specific faculty member to serve as committee chair and also suggests the name of the other core committee members. Fourth and fifth members may be identified at a later date. The candidate and core committee members may nominate fourth and fifth members, but the selection will be made by the doctoral coordinator in conjunction with the Dean of Graduate Studies and Continuing Education.

Dissertation Committee Approval

All committee members are subject to the approval of both the Department Chair and the Dean of Graduate Studies and Continuing Education.

Dissertation Defense Requirements

All members of the dissertation committee must be physically present at the dissertation defense and each committee member has an equal vote. The dissertation committee can Approve, Approve with Revisions, or Not Approve the dissertation. In extraordinary circumstances, a committee can Approve with Distinction.

Faculty Guidelines

Maximum Committee Memberships

An individual University faculty member may serve as a core committee member of a dissertation committee on a maximum of ten committees at any one time, including serving as chair on a maximum of four of those committees.

Qualifying Experiences for Doctoral Candidates

All doctoral programs require a Qualifying Experience for advancement to doctoral candidacy. The specific Qualifying Experience will be determined by the individual doctoral program. Examples of Qualifying Experiences include: Comprehensive Examinations, Portfolios, and Practical Examinations. All Qualifying Experiences must include a face-to-face evaluative component.

General Requirements for All Qualifying Experiences

The Qualifying Experience process will be developed by each individual doctoral program.

The Qualifying Experience will be offered to eligible candidates at a minimum of once per academic year.

Doctoral candidates in good academic standing are eligible for the Qualifying Experience. Good academic standing requires a minimum of a 3.00 grade point average, no more than one grade of B- or lower; zero grades of F; and no other disciplinary actions.

Doctoral candidates may apply to take the Qualifying Experience after successfully completing at least two-thirds of the program's 800-level courses at the University. The application to take the Qualifying Experience must be approved by the doctoral coordinator for which doctoral candidacy is sought.

Each doctoral program will form a Qualifying Experience Review Committee (QERC), which will evaluate doctoral candidates' Qualifying Experiences. The QERC must consist of at least three University tenured or tenure-track, full-time faculty members.

Candidates will be provided with a schedule for the Qualifying Experience, and prior to the Qualifying Experience they will be provided with the evaluation rubric that will be used to assess their performance.

The Qualifying Experience Review Committee will use a majority vote to pass or fail candidate performance on the Qualifying Experience. Failure of the Qualifying Experience will result in a review of the doctoral candidate's matriculation status by the doctoral coordinator and can lead to termination. An appeal can be made to the College Dean. In no case will the Qualifying Experience be taken more than twice.

Candidates who fail the Qualifying Experience may be required to register for additional course work in preparation for retaking the Qualifying Experience. Candidates who do not pass the Qualifying Experience on the first attempt may be granted permission to take the Qualifying Experience a second time. Candidates who did not pass the Qualifying Experience must retake their Qualifying Experience in the following semester unless otherwise approved under exceptional circumstances, by the doctoral coordinator. Candidates who fail the examination a second time will be dismissed from the program.

Comprehensive Examinations

The Comprehensive Examination will be a written examination that doctoral candidates take in-person at the University. Some programs may also include an oral examination component, requiring individual candidates to respond to their written responses in front of the doctoral program's Qualifying Experience Review Committee.

The Comprehensive Exam will be administered in accordance with the guidelines established by the individual doctoral programs' Qualifying Experience Review Committee.

Each doctoral coordinator in consultation with the College Dean and/or the Dean of Graduate Studies can determine whether Comprehensive Examinations are given on a set schedule (i.e. once a year or once a semester) or scheduled individually.

Portfolios

The Portfolio is designed to provide tangible and authentic evidence of the wide range of knowledge and competencies that doctoral degree candidates should possess. The Portfolio will not simply be a dossier of course projects and assignments, but rather a goal-driven dossier that documents candidates' development and growth in knowledge and skills.

The Portfolio must provide evidence of the doctoral candidate's ability to research, write, and integrate knowledge at the appropriate level for an advanced doctoral candidate. The Portfolio can also address any other competencies an individual doctoral program's Qualifying Experience Review Committee deems necessary, as indicated on the program-designed rubric.

The Portfolio will include a rationale for each artifact included in the dossier.

Doctoral Candidates will present their Portfolios to the individual doctoral program's Qualifying Experience Review Committee, which will evaluate the Portfolio according to predetermined departmental standards. These standards will be clearly communicated to doctoral candidates prior to submitting their work.

The scheduling of the Portfolio assessment will be left to each individual doctoral program. The candidate will submit the Portfolio prior to the assessment session in accordance with the timetable and procedures set by that department.

Practical Examinations

Practical Examinations are designed to provide evidence of a wide range of clinical skills and applied knowledge and competencies that doctoral candidates in clinical or applied programs should possess.

Practical Examinations may consist of a series of clinical or applied performance activities, oral examination activities, in addition to the required written component covering areas of basic and advanced clinical or applied practice.

The scheduling of Practical Examinations is subject to the approval of each individual doctoral program. Doctoral candidates will meet the Practical Examination requirements in accordance with the timetable and procedures set by that department.

Part 4: From the Qualifying Experience to Doctoral Dissertation

General Requirements

The doctoral dissertation is the capstone of the doctoral program. It must be a study that makes an original contribution to a discipline or field of study. The final product should be of publishable quality, and demonstrate the doctoral candidate's ability to address a field's major debate or theoretical issue with advanced methodological techniques.

Doctoral Dissertation Course Sequencing and Numbering

Individual doctoral programs can sequence their 900-level dissertation credits in any way that they see fit but must not exceed 12 credits. Continuation-credit courses for the dissertation must also be at the 900 level.

The Dissertation Proposal Defense

Once the dissertation proposal has been drafted and is acceptable to the Dissertation Chair, the doctoral candidate will defend the proposal in front of the entire dissertation committee. The dissertation proposal defense will be a closed session.

By reaching a consensus, the committee will Approve, Approve with Revisions, or Not Approve the proposal. If approved, the doctoral candidate will move on to the 900-level dissertation course sequence. Approval of the dissertation proposal defense will be noted on the candidate's transcript.

If the dissertation proposal is Not Approved, the doctoral candidate will have to address the problems identified and resubmit the proposal to the committee for approval. Procedures for Approved with Revisions are determined by the department. Doctoral candidates whose dissertation proposals are Not Approved a second time may be asked to leave the program.

The Dissertation Sequence

Doctoral candidates who successfully have their proposals approved by their dissertation committees move on to the dissertation sequence. Each doctoral

program can apportion this 900-level course sequence along individual lines, such as four 3-credit courses, two 6-credit courses, or two 3-credit courses.

Following program timetables, doctoral candidates should have Institutional Review Board (IRB) approval, completed their literature reviews, and accomplished all of the background work necessary to undertake the dissertation research. The IRB's *Procedures and Guidelines for the Protection of Human Participation* can be found at <http://www.njcu.edu/dept/grantsoffice/docs/IRB.pdf>.

Candidates who do not accomplish these tasks to the satisfaction of the Committee Chair (in consultation with the doctoral coordinator) will receive an M grade. Doctoral candidates who receive an M (Maintenance of Matriculation) grade will be required to sign up for a continuation-credit course until the expectations have been met.

Doctoral candidates will complete their research and write the research results. Doctoral candidates who do not complete their dissertations must sign up for continuation-credit courses until the dissertation is successfully defended.

Research Colloquia

Departments with doctoral programs are encouraged to have research colloquia in which faculty members and doctoral candidates regularly come together as a scholarly community to hear scholars and industry leaders present papers on cutting-edge developments in their disciplinary fields.

This forum can also provide an opportunity for doctoral candidates who are finishing their dissertations to present components of their research and receive feedback from faculty members and fellow doctoral candidates.

Research Grants

As doctoral candidates undertake their dissertation research they are strongly encouraged to consult with their committee chairs and major professional organizations for possible research funding sources.

The Dissertation Defense

An oral defense of the dissertation is required at the University. Candidates should plan their defenses to meet the graduation clearance requirements of the Office of Graduate Studies and Continuing Education.

The doctoral dissertation must be successfully defended in front of the entire dissertation committee (including core and, if applicable, fourth and/or fifth members) and approved by the Department Chair and the College Dean. Four copies of the successfully defended dissertation must be delivered to the Office of Graduate Studies and Continuing Education on or before May 1, August 1, or December 15 for the following graduation date.

All members of the committee must be present for the dissertation defense. Once the doctoral candidate has declared his or her intent to defend the dissertation, the dissertation chair will convene the defense.

Each member of the dissertation committee will get a vote, deciding whether to Approve, Approve with Revisions, or Not Approve the dissertation. In extraordinary circumstances, the dissertation committee can pass the candidate with Approved with Distinction. The procedures for Approved with Revisions, including timelines, are determined by the department.

The dissertation defense will be open to the University community with email announcements made at least one week before the defense. Along with the date and time of the defense, the announcement will also contain an abstract of the doctoral candidate's dissertation.

Dissertation Formatting

Doctoral candidates must format their dissertations in accordance with UMI guidelines. As per those instructions, doctoral candidates are required to submit abstracts with their dissertations. Additionally, each dissertation will require a signature sheet formatted along the lines dictated by the Dean of Graduate Studies and Continuing Education, title page, and table of contents. Each individual doctoral program can make additional requirements regarding the dissertation format.

All completed dissertations must be submitted to ProQuest (UMI) or its equivalent.

Part 5: Doctoral Program Governance

The Graduate Council

The Graduate Council of NJCU shall seek to enhance graduate education and thereby preserve, generate, transmit, apply knowledge and understanding, and foster and support a vitae spirit of open inquiry and critical thinking.

The Graduate Council is a coordinating and advising body for those involved in graduate education to come together to discuss issues of importance to graduate programs, such as research opportunities, grant initiatives, innovations in technology, assistance in developing new programs, national and local certification issues, enrollment issues, marketing, resources, and other issues of importance to graduate programs.

Primary Functions

When requested by the Senate, the Graduate Council shall consider and make recommendations on administrative matters as well as matters of general policy.

More specifically, the Graduate Council shall be an advisory body that reviews, develops, and makes recommendations concerning graduate policy. In addition, the Council will serve in an advisory capacity to the Dean of Graduate Studies and Continuing Education.

The Graduate Council as Distinct from the Graduate Studies Committee

The Graduate Council is distinctly different from the Graduate Studies Committee of the University Senate. The Graduate Studies Committee is charged with establishing and maintaining standards and requirements for the admission and retention of graduate candidates, reviewing grading procedures, and determining requirements for graduation. It also recommends to the Senate guidelines and standards for a graduate program. The Graduate Studies Committee also evaluates and recommends new or revised courses, academic majors, minors, concentrations, interdisciplinary programs, and professional sequences, and establishes or dissolves departments, programs, and majors.

Membership

The membership of the Graduate Council shall include: one elected representative from each department offering a Master's/Certificate/NPTN program and a second for departments offering a doctoral program, with a maximum of two persons per department; the Dean of Graduate Studies and Continuing Education; one designee of the Vice President for Academic Affairs (ex officio) or one of the other three deans on a rotation basis every two years; a representative from the Grants/IRB office (to serve in an ex officio capacity); a representative from the University Library (to serve in an ex officio capacity); and one graduate candidate (who will be a voting member).

The terms of elected members shall be arranged by the Graduate Council to secure and maintain a pattern of rotating membership with the purpose of electing approximately one-third of the elected members each year. The graduate candidate representative will serve for a term of one year.

Members shall take office at the beginning of the academic year following their election. Should a vacancy occur, the unexpired term shall be filled by an alternate determined by the constituency from which the member was selected.

If a person serves more than one year of a term for which someone else was originally elected, that partial term shall be considered one of the two consecutive terms that a person may serve.

The Chair of the Graduate Council, who is elected by the voting members of the Graduate Council, must be a member of the Graduate Council. He or she shall serve a two-year term and can be reelected to only one consecutive two-year term.

Meetings of the Graduate Council

The Council shall meet once a month during the regular academic year. In emergencies, however, the Chair of the Graduate Council may call the Council into extraordinary session. Summer work on behalf of the Graduate Council will be on a voluntary basis.

Parliamentary Authority

The rules contained in *Robert's Rules of Order, Newly Revised* (or the latest print edition) shall govern meetings of the Graduate Council and any committees, sub-committees, or task forces working under its direction.

Duties of the Chair of the Graduate Council

The Chair of the Graduate Council shall preside over the meetings of the Graduate Council, schedule monthly meetings as per the meeting requirements noted above, act as spokesperson for the Graduate Council as necessary, and perform any other duties or functions as assigned by the voting members of the Council.

Part 6: Graduate Faculty Teaching in Doctoral Programs: Requirements, Privileges, and Responsibilities

The NJCU Graduate Faculty teaching in doctoral programs is responsible for doctoral education. There are two types of graduate faculty teaching in doctoral programs: Full and Affiliate.

“Full” is specifically designated for faculty within a doctoral program’s home department. It includes responsibilities such as teaching doctoral courses, directing doctoral dissertations, and serving on dissertation committees as core committee members.

“Affiliate” is designated for those who are 1) full-time NJCU faculty outside the department offering the doctoral degree or 2) NJCU adjunct faculty. The responsibilities of an Affiliate include teaching doctoral courses in the area of one’s expertise and serving on dissertation committees as core committee members.

Criteria for becoming an NJCU Graduate Faculty teaching in doctoral programs are recommended by the Graduate Council. The primary responsibility for the assessment of faculty qualifications rests at the department level and is the only place where nominations for membership are initiated.

Faculty holding appointments as Graduate Faculty teaching in a doctoral program in one department are required to be re-reviewed by each department’s Personnel Committee in which they seek to teach doctoral courses.

Appointment to the Graduate Faculty teaching in doctoral programs is for a five-year term. Prior to the completion of a term, a Doctoral Faculty member may be renominated for an additional five-year term. There is no limit to the number of terms for which one can be appointed.

Initial Membership

Faculty members may be hired as Graduate Faculty teaching in doctoral programs, provided they meet all of the criteria.

Members who were not hired as Doctoral Faculty must apply to the department's Personnel Committee offering the doctoral degree program for membership and, only with departmental approval, will be nominated to the appropriate Dean of that College and the Vice President for Academic Affairs for consideration. The Vice President for Academic Affairs will inform the candidate in writing whether his or her application is successful.

Recommendations to become Graduate Faculty teaching in doctoral programs can be made by faculty, administrators, and Graduate Council members, subject to the vote of the departmental Personnel Committee. These recommendations are subsequently reviewed for conformance to departmental and university standards for Graduate Faculty teaching in doctoral programs by the Dean of that College. This review will result in either a recommendation for approval or not. Application may be made once per academic year.

Departmental standards must require faculty members to have a specialized record or line of scholarly work, as may be evidenced by their doctoral dissertation, related publications and presentations, or post-doctoral research.

Graduate Faculty Teaching in Doctoral Programs—Full

Requirements

Graduate Faculty teaching in doctoral programs (Full) shall:

1. Have an earned doctorate from a regionally accredited institution in the subject area for which the nomination is being made.
2. Be appointed at the rank of Assistant Professor or above at NJCU, full-time, tenured or tenure-track, in the department in which the doctorate is offered.
3. Have experience as a graduate faculty member at an accredited institution.
4. Have professional and/or scholarly/creative activity in that discipline (as evidenced by consultancies, performances, published work, presentations at professional meetings, grants, serving as an officer in a professional society, graduate courses taught, and theses directed). Members must document significant achievement in research or scholarly or creative activities, which

demonstrates sustained, independent work and which has brought professional recognition by national standards. In most instances, recognition will be demonstrated by the publication of articles in refereed journals or other creative activities. Other forms of evidence include invited papers or lectures, receipt of research grants or awards, and post-doctoral fellowships. Members shall demonstrate current involvement in research, scholarly, and/or creative activity. Those who lack evidence of such involvement shall no longer participate in the teaching of doctoral courses, resulting in the loss of Graduate Faculty teaching in doctoral programs classification.

5. Have previous experience in directing theses or dissertations; this is preferred but not necessarily a condition to be considered as a Graduate Faculty teaching in doctoral programs (Full).

Privileges

Graduate Faculty teaching in doctoral programs (Full) have the following privileges. They will:

1. Serve a five-year term as a Graduate Faculty teaching in doctoral programs (Full) within a specific department.
2. Teach doctoral classes in the program or programs to which they are appointed.
3. Direct dissertations and serve on dissertation committees (see the section "Doctoral Dissertation Committees").
4. Serve on the Qualifying Experience Review Committee (QERC).
5. Be eligible for membership on the Graduate Council.
6. Participate in all other facets of doctoral education.

Responsibilities

Graduate Faculty teaching in doctoral programs (Full) are responsible for:

1. Determining the requirements and standards of performance for courses and for qualifying experiences.

2. Ensuring that the course syllabi are consonant with the curricular goals of the program.
3. Contributing to the establishment of appropriate criteria for conferring doctoral degrees.
4. Maintaining an active program of scholarship and remaining current in the literature, methodologies, and techniques of their respective disciplines.
5. Contributing to the establishment of appropriate standards for admission and retention of qualified candidates into the doctoral programs of the University.
6. Promoting the highest standards of candidate scholarship.
7. Encouraging an environment of learning and achievement among Graduate Faculty teaching in doctoral programs and candidates.
8. Mentoring candidates throughout the course of their degree program.
9. Serving on doctoral committees as committee chairs or core committee members.

Graduate Faculty Teaching in Doctoral Programs—Affiliate

Requirements

Graduate Faculty teaching in doctoral programs (Affiliate) shall:

1. Have an earned doctorate from a regionally accredited institution in the subject area for which the nomination is being made.
2. Be a full-time/part-time member of the University or have an appointment as an adjunct faculty member at New Jersey City University.
3. Have professional and/or scholarly/creative activity in that discipline (as evidenced by consultancies, performances, published work, presentations at professional meetings, grants, serving as an officer in a professional society, graduate courses taught, and theses directed). Members must document significant

achievement in research or scholarly or creative activities, which demonstrates sustained, independent work and which has brought professional recognition by national standards. In most instances, recognition will be demonstrated by the publication of articles in refereed journals or other creative activities. Other forms of evidence include invited papers or lectures, receipt of research grants or awards, and post-doctoral fellowships. Members shall demonstrate current involvement in research, scholarly, and/or creative activity. Those who lack evidence of such involvement shall no longer participate in the teaching of doctoral courses, resulting in the loss of Graduate Faculty teaching in doctoral programs classification.

4. Have previous experience in directing theses or dissertations; this is preferred but not necessarily a condition to be considered as a Graduate Faculty teaching in doctoral programs (Affiliate).

Privileges

Graduate Faculty teaching in doctoral programs (Affiliate) have the following privileges. They will:

1. Serve a five-year term as a Graduate Faculty teaching in doctoral programs (Affiliate) within a specific department.
2. Teach doctoral classes in the program or programs to which they are appointed.
3. Serve as a core committee member of a dissertation committee but cannot serve as Chair.
4. Serve on the Qualifying Experience Review Committee.
5. Participate in all other facets of doctoral education.

Responsibilities

Graduate Faculty teaching in doctoral programs (Affiliate) are responsible for:

1. Working with other members of the program's Graduate Faculty teaching doctoral courses, to determine the requirements and standards of performance for courses and for qualifying experiences.
2. Ensuring that course syllabi are consonant with the curricular goals of the program.
3. Maintaining an active program of scholarship and remaining current in the literature, methodologies, and techniques of their respective disciplines.
4. Contributing to the development of quality curricula.
5. Promoting the highest standards of candidate scholarship.
6. Encouraging an environment of learning and achievement among Graduate Faculty teaching in doctoral programs and candidates.
7. Mentoring candidates throughout the course of their degree program.

Adjunct Faculty as Affiliate Members of a Doctoral Program

Whenever possible, Graduate Faculty teaching in doctoral programs (Full) should teach doctoral courses. However, Affiliate Members, including both full-time and part-time faculty from departments outside the degree-granting department and adjunct faculty, may teach courses in a doctoral program. By the commencement of the third year of the program, no more than **35** percent of the credits (measured on an annualized basis) in a doctoral program should be taught by adjunct faculty, ***subject to consideration of accreditation requirements and the University's academic needs and budget.***

Moreover, Affiliate Members who are adjunct faculty shall be permitted to have a maximum of **8** credits in the doctoral program per semester or per summer session at NJCU.

Procedures for Appointment to the Graduate Faculty Teaching in Doctoral Programs

Faculty members who are applying for appointment or reappointment to the Graduate Faculty teaching in doctoral programs must submit an application package to the department Chair of the doctoral program in which they are seeking Full or Affiliate Membership.

Start by reading Appendix A, Instructions to the Applicant for Appointment or Reappointment to the Graduate Faculty Teaching in Doctoral Programs.

The application package must include:

1. A Graduate Faculty Teaching in Doctoral Programs Appointment or Reappointment Transmittal Form (see Appendix B).
2. An Application for Appointment or Reappointment to Graduate Faculty Teaching in Doctoral Programs Faculty Form (see Appendix C).
3. A Curriculum Vitae (see guidelines in Appendix A).

Graduate Faculty teaching in doctoral programs can apply for reappointment to Full or Affiliate member status every 5 years.

Part 7: Research and Library Materials

In accordance with the New Jersey President's Council, the University Library shall provide for each doctoral program a variety of specialized materials available in print form as well as electronic, subject to review of requests and budget limitations or constraints. Towards this end, departments intent on creating doctoral programs will work closely with the Library Director in collection development.

Early Planning

Concurrent with the planning of a new doctoral program must be the implementation of library support initiatives to ensure that program-specific collections meet research-level requirements as per the Association of Research Libraries' standards. Thus, as soon as possible in the planning stages of a new doctoral program, department faculty will work with the Library Director to assess where a collection currently stands and devise strategies to enrich it.

Library Collections

To facilitate this assessment, the Library Director will provide each department proposing a doctoral program with a detailed accounting of the current collection, including (but not limited to) books, periodicals, and electronic databases. Ongoing discussions between the Library Director and faculty members will identify gaps in the collection and make plans to address them.

As part of this process, the Library Director will use the extensive bibliography prepared by departments as a basis for purchasing new materials.

In terms of the assessment, the Library Director shall follow the collection development standards as set by the Association of Research Libraries.

The goal should be a comprehensive collection for each doctoral program. The University Library, administration, and faculty shall have a research-level collection by the start date of a new doctoral program.

The University through the Library budget will identify and allocate Library resources specifically required for the delivery of doctoral programs in consultation with the applicable academic department administering the doctoral program.

In addition, the University, where possible, will look to use grant proposals as a vehicle for supporting further collection development.

The initial amount and annual funds will be estimated by the Library Director working in conjunction with the department.

Beyond the initial library status report prepared during the proposal stage, the Library Director will provide updates at Year 3 and Year 5 of a new doctoral program, assessing the progress and state of the collection.

Library Liaisons

Each doctoral program shall name a faculty liaison who will work with the designated library liaison.

Appendix A: Instructions to the Applicant for Appointment or Reappointment to the Graduate Faculty Teaching in Doctoral Programs

INSTRUCTIONS TO APPLICANT FOR APPOINTMENT OR REAPPOINTMENT FOR GRADUATE FACULTY TEACHING IN DOCTORAL PROGRAMS

The applicant should attach the following documentation to the application and follow the Steps below:

1. The form: *Graduate Faculty Teaching in Doctoral Programs Appointment or Reappointment Transmittal Form*
2. The form: *Application for Appointment or Reappointment to Graduate Faculty Teaching in Doctoral Programs Form*
3. The Curriculum Vitae
 - a. For New Appointments: Applicant's Curriculum Vitae (CV) should include but not be limited to the following:
 - Undergraduate, graduate, and honorary degrees with dates of award, name of institution, and field(s) of study
 - Present position and rank (with year of appointment)
 - Department, College
 - Academic positions and ranks held at NJCU and elsewhere (give dates and institutions)
 - Administrative appointments with dates of service
 - Membership and offices held, if applicable, in professional organizations
 - Honors, awards, fellowships, post-doctorates, and prizes (include dates)

- Applicants should refer to the *Requirements for Graduate Faculty Teaching in Doctoral Programs* section of Part 6: Graduate Faculty Teaching in Doctoral Programs: Requirements, Privileges, and Responsibilities for materials to cite in the Curriculum Vitae
 - Applicants can also refer to the Scholarly/Creative/Professional Work section (Page 9) of the Procedures/Guidelines/Criteria for Promotions Faculty for additional ideas (<http://www.njcu.edu/dept/er/documents/06-2009/ProceduresRevised5-09.pdf>)
 - Brief description of the nature and significance of research or creative activity in progress
 - Graduate courses taught at NJCU and elsewhere during the past five years
 - Involvement or experience in directing graduate work. List dissertations and theses directed and membership on dissertation/thesis supervisory committee, last five years
 - Additional professional qualifications or activities (list here those items and information, such as consulting, that are not included in any of the above questions but are pertinent to your professional career)
- b. For Reappointments: Applicants are encouraged to include only pertinent scholarly accomplishments during the previous five-year period in the Curriculum Vitae (CV).

Step 1. The applicant submits the transmittal form, completed application, curriculum vitae, and any supporting documentation to the Department Chair of the doctoral program to which he or she is applying. The Chair, in turn, initiates the review process with the Department Personnel Committee.

Step 2. After the program's Department Personnel Committee has reviewed and taken action on the application and the committee members have signed the transmittal form, the form is sent to the Department Chair for comments and evaluation. As the person who has over-all responsibility for the review process, the Chair checks all applications for completeness and adherence to University procedure before submitting the applications to the College Dean for review and action.

Step 3. After adding his or her evaluation and recommendation to the transmittal form, the College Dean forwards the original package to the Vice President for Academic Affairs.

A faculty member whose application for appointment receives a negative vote on any review level will be informed by the respective review bodies and may, if desired, provide additional material in support of the application before it is forwarded to the next review level. Appeals can be made to the next review level.

Appendix B: Graduate Faculty Teaching in Doctoral Programs Appointment or Reappointment Transmittal Form

NEW JERSEY CITY UNIVERSITY TRANSMITTAL FORM RECOMMENDATION FOR APPOINTMENT OR REAPPOINTMENT TO THE GRADUATE FACULTY TEACHING IN DOCTORAL PROGRAMS

[Applicant is to attach this form as the second page in the application packet.]

Applicant's Name: _____

Current Department/Program: _____

Doctoral Program: _____

A. DEPARTMENT PERSONNEL COMMITTEE'S COMMENTS ___ Approved ___ Not Approved
AND RECOMMENDATIONS:

(The committee should clearly state how the applicant's qualifications satisfy the criteria for Graduate Faculty teaching in doctoral programs.)

Committee's Signatures:

B. COMMITTEE CHAIR: ___ Approved ___ Not Approved

Comments:

Signature: _____ Date: _____

C. COLLEGE DEAN: ___ Approved ___ Not Approved

Comments:

Signature: _____ Date: _____

D. VICE PRESIDENT FOR ACADEMIC AFFAIRS: ___ Approved ___ Not Approved

Comments:

Signature: _____ Date: _____

Appendix C: Application for Appointment or Reappointment to Graduate Faculty Teaching in Doctoral Programs

APPLICATION FOR APPOINTMENT OR REAPPOINTMENT TO GRADUATE FACULTY TEACHING IN DOCTORAL PROGRAMS NEW JERSEY CITY UNIVERSITY

Research Area Affiliation: (Check ONE)

- College of Professional Studies
 College of Education
 College of Arts & Sciences

Type of Graduate Faculty Teaching in Doctoral Programs Status Sought:

- Full
 Affiliate

Name: _____

Current Dept./Program: _____

Primary Discipline: _____

Current Academic Rank: Professor Assoc. Professor Asst. Professor Other

Type of Faculty Appointment:

- Tenured
 Tenure track, full-time
 Adjunct
 Other: _____

Type of Graduate Faculty Teaching in Doctoral Programs Appointment Sought:

- New appointment for a five-year term
 Reappointment for a five-year term

Signature of Applicant

Date

Appendix D: New Jersey Administrative Code – Title 9A-Higher Education Regulations

NEW JERSEY ADMINISTRATIVE CODE
TITLE 9A - HIGHER EDUCATION
New Jersey Commission on Higher Education
CHAPTER 1. LICENSURE RULES
(amendments effective 7/28/08)
SUBCHAPTER 1. GENERAL STANDARDS

9A:1-2.5 Graduate education

(a) The scope of an institution's graduate curriculum shall closely reflect and support its mission. Graduate education presupposes advanced study beyond the undergraduate curriculum in terms of rigor, expectations of scholarship, curricular depth, and exercise of independent thought.

(b) To fulfill such expectations, an institution's governing board shall demonstrate a continuing commitment of institutional funds for its graduate programs, particularly for the associated faculty and student research activity. Support for graduate programs should be derived from the general applicable resources of the institution, as well as from tuition and fees paid by students in the programs.

(c) Beyond the needs of the undergraduate college, a graduate school shall have, for each program, a variety and depth of specialized materials available on the campus and through electronic means. For example, the library that supports a graduate program shall provide an adequate and current base for research activities. The library should provide books and other materials, both in the fields of instruction and research and in related areas, to serve as background material and to support special investigation in much greater depth. A library in support of a graduate program also shall provide access to a qualified library professional to provide consultation, research expertise, and support for faculty in curriculum matters.

(d) Existing graduate programs shall be reviewed periodically by the institutions themselves and, insofar as possible, cooperatively with regional and professional accrediting agencies.

(e) The objectives of every graduate or graduate professional program shall be clearly defined and stated. The work in such programs shall be beyond the baccalaureate level in intellectual demand, and a substantial part of it shall be in courses designed explicitly for graduate students, although exceptionally well-qualified undergraduates occasionally may be admitted.

9A:1-2.6 Master's degree programs

(a) A master's degree requires at least 30 credits of graduate study or its equivalent.

(b) Master's degree programs should be distinguishable by their primary objectives as belonging to one of two general types: disciplinary or professional. The degree awarded to students completing disciplinary programs should be master of arts or master of science, with the discipline named (for example, master of arts in English literature, master of science in engineering). In professional programs, the degree should be appropriately specific (for example, master of library science, master of business administration, master of education, master of social work). The determining criterion is the objective that the program is designed to serve. The two types are further distinguished as follows:

1. Disciplinary type: A disciplinary master's degree entails advanced study and exploration in a particular academic discipline (for example, history, physics, engineering science, or musicology). The primary objective is increased knowledge of the subject, rather than its application to professional use. The majority of the degree credit awarded in programs of this type shall be at the advanced level in the principal field. Credit toward this type of master's degree shall not be given for introductory or elementary courses in the field.

2. Professional type: A master's degree program of the professional type consists of advanced study to extend and apply previous study to practice in such fields as engineering, law, applied music, pastoral ministry, or teaching; some such subjects may lend themselves also to disciplinary programs. Professional master's programs should be complete in themselves, although they may in some circumstances also be adaptable to preparation for a research or professional doctorate. A limited amount of introductory work in the field may have an appropriate place, especially in first-level professional programs.

9A:1-2.7 Specialist programs

(a) Institutions may organize programs of graduate work beyond the master's level that lead not to doctorates but to specialist degrees (such as the Ed.S.) or to comparable certificates. Such programs shall be composed of more advanced coursework than is required for the master's, shall perform definable functions, and shall not be merely continuations of courses beyond the master's. They shall possess a definite philosophy, purpose, design, and sequence and be self-contained and terminal in nature. A comprehensive examination should be required.

(b) Students admitted to specialist programs in education shall have master's degrees in the same field as that of the certificate. Students with master's degrees in unrelated fields shall complete preliminary coursework or demonstrate equivalent knowledge acquired through work experience.

9A:1-2.8 Doctoral degree programs

(a) Programs leading to doctoral degrees shall represent three or more years of fulltime study and research beyond the baccalaureate or the equivalent thereof in part-time work.

(b) They should be so designed that elements such as course requirements, foreign language requirements, qualifying examinations, research requirements, and the dissertation are coherently related to a clearly defined set of educational goals.

(c) Programs leading to a doctor of philosophy degree shall be oriented toward original research.

(d) Professional doctorates usually are oriented toward increased professional competence. The requirements for a professional degree should include either a research thesis or a project involving the solution of a substantial problem of professional interest.

(e) Because a doctoral program benefits from complementary programs in other fields, no institution should seek to establish doctoral studies piecemeal or to initiate its first doctoral program unless it offers or has formulated long-range plans for mounting cognate doctoral programs in related fields.

(f) For each doctoral program, an institution shall demonstrate that:

1. The program has clear educational objectives and its requirements are appropriate for the nature of the doctorate;
2. It is supported by related studies and research in ancillary fields;
3. Its faculty is recognized beyond the bounds of the institution as possessing professional qualifications and research or scholarly achievements sufficient to support the program;
4. The institution possesses adequate library holdings, laboratory space, research facilities, and other necessary resources;
5. It has committed the faculty time necessary for instruction, advisement, thesis supervision and research guidance; and
6. It has formulated acceptable long-range plans for developing cognate doctoral programs in other fields if such programs do not already exist at the institution.

9A:1-2.9 Exceeding or changing programmatic mission

(a) Institutions wishing to exceed their programmatic mission must receive approval from the Commission to offer each program that exceeds the level of academic degrees that the institution is authorized to grant. Requests to exceed an institution's programmatic mission shall be evaluated based on the following criteria:

1. The objectives of the proposed program(s);
2. The relationship of the proposed program(s) to the current institutional mission and the Statewide plan for higher education;
3. Demonstration of need for the program(s), including present and projected student demand and demand for graduates;

4. The effect of the proposed program(s) on existing programs at other institutions;
5. The dedication of sufficient resources to implement and maintain the program(s) without eroding the quality of ongoing programs;
6. Appropriately qualified students, faculty, and administrators;
7. The quality of library holdings, facilities, and equipment; and
8. Evidence of strength compared with similar programs in the region and State.

(b) Institutions wishing to change their programmatic mission shall specify the scope of the proposed change, including long-range plans for mounting new degree programs that exceed the level of academic degrees currently authorized for the institution. Requests to change an institution's programmatic mission shall be evaluated based on the following criteria:

1. The objectives of the proposed mission change;
2. The relationship of the proposed mission change to the current institutional mission and the Statewide plan for higher education;
3. Demonstration of need for the mission change, including present and projected student demand and demand for graduates;
4. The effect of the proposed mission change on existing programs at other institutions;
5. The dedication of sufficient resources to implement and maintain the proposed mission change without eroding the quality of ongoing programs;
6. Appropriately qualified students, faculty, and administrators;
7. The quality of library holdings, facilities, and equipment; and
8. Evidence of strength compared with similar institutions in the region and State.

9A:1-4.6 Faculty teaching loads

(a) Undergraduate faculty shall normally have teaching loads not to exceed the equivalent of 15 semester credit hours; graduate faculty shall normally have teaching loads not to exceed the equivalent of nine semester credit hours.

(b) Workload credit shall normally be granted to faculty involved in heavy administrative, advisory, or committee assignments.

(c) The institution shall promulgate a statement concerning the academic freedom of faculty members that should include statements supporting the following principles:

1. Freedom in research and publication where these activities do not interfere with adequate performance of academic duties;
2. Freedom in the classroom to discuss controversial issues pertinent to the discipline; and
3. Retention of all rights as a citizen to free speech and publication. Such rights are not, as such, subject to institutional censorship or discipline.