

Eligibility for advising PhD-student in different capacities

1. Definitions:

Major Professor: As per University policy, only tenured or tenure track faculty of the Physics Department can be a Major Professor to PhD students.

Co-major Professor: are non-Major Professors, who nevertheless have been given the privilege of acting as the main research advisor of PhD students in Applied Physics. However, a Co-major Professor cannot solely advise a student. Every student advised by a Co-major Professor also must have a Major Professor, who provides additional mentoring to the Ph.D. student. Any member of the Affiliate Graduate Faculty or tenured/tenure track faculty in other USF-Departments may apply to become a Co-major Professor. Being a tenured/tenure-earning faculty at USF, other than Physics, or being a member of the Affiliate Graduate Faculty is **not** sufficient to act as a Co-major Professor. The required procedure to become a Co-major Professor in Physics is outlined below.

Affiliate Graduate Faculty: A status granted by the Dean of Graduate Studies upon petitioning by the Physics Department Chair. The status enables non-tenured/tenure track faculty to perform certain functions for the education of graduate students, including teaching graduate level classes, serve on student advisory committees, etc. In addition, obtaining an affiliate graduate faculty status is required as a first step to become a Co-major Professor for non-USF tenured or tenure-track faculty.

2. Roles and Expectations for PhD student advisors

Major Professor: Every PhD student in Applied Physics is required to have a Major Professor. The roles of the Major Professor differ depending on whether the Major Professor is the sole advisor, or the student also has a Co-major Professor as his/her Advisor.

If the **Major Professor is the sole advisor**, his/her roles include:

1. Keep track of the academic progress of the student
2. Ensure that the student meets academic standards expected to progress towards a PhD in Applied Physics Program (this includes setting expectations for 'Qualifying Examinations' in accordance to the expectations of the Physics Department)
3. Provide general guidance to academic conduct
4. Help with procedural paper work
5. Directs the research project and provides mentoring to the student on a regular basis

If the student has a Co-major Professor as his/her advisor, the role of the **Major Professor** includes:

1. Keep track of the academic progress of the student

2. Ensure that the student meets academic standards expected to progress towards a PhD in Applied Physics Program (this includes setting expectations for 'Qualifying Examinations' in accordance to the expectations of the Physics Department)
3. Provide general guidance to academic conduct
4. Help with procedural paper work
5. Advise on research matters by providing an additional expertise to the research project. (This implies that the Major Professor should have detailed knowledge of research conducted by the student).

Co-major Professor: If a student has a Co-major Professor in addition to the mandatory Major Professor, the Co-major Professor directs the research project and provides mentoring to the student on a regular basis. The Co-major Professor, the Major Professor, and the student should meet at least once a semester to discuss the academic and research progress of the student.

3. Procedures for obtaining Co-Major Professor status

Co-major Professor: Only tenured/tenure track faculty from USF Departments other than Physics and members of the Affiliate Graduate Faculty can apply to become a Co-major Professor. To become a Co-major Professor the candidate has to petition to the tenured/tenure track faculty of the Physics Department that will vote on this matter in a secret ballot. In the petition for Co-major Professor status the candidate has to specify if this status is sought for one specific PhD student or for obtaining the general right to advise students in the Physics Department. A simple majority of cast ballots is required. The following considerations are taken into account when a candidate is coming for a vote: (i) the alignment of the proposed research with the major research directions of the USF Physics Department PhD program in Applied Physics, (ii) the benefits to the Physics Department, and (iii) available funds from the Major Research Advisor to support the student as an RA and to support research expenditures of the proposed research project.

These rules apply to all non-Major Professors with two exceptions: (i) Moffitt faculty who have courtesy appointments in the Physics Department and want to be Co-major Professor for the purpose of advising students in the Medical Physics track and (ii) continuing-line research faculty in the Physics department. These two cases are discussed next.

Special considerations of the Medical Physics Emphasis: Moffitt faculty who are courtesy faculty of the Physics Department are eligible to act as Co-major Professor to students who are admitted to the track in Medical Physics. A tenured/tenure track Physics faculty is still required to act as the Major Professor for every PhD student. Moffitt faculty who want to be Co-major Professors to students in the main track in Applied Physics need to go through the regular application process described above.

Special consideration for continuing-line Research Faculty in the Physics Department: In order to offer a continuing-line Research Faculty position to a candidate a vote by the Physics faculty is usually required. At this point, the

candidate may also request to be granted the right to act as Co-major Professor for graduate students. This request is then considered in a concurrent vote. A simple majority of the votes will approve this request. The result of the vote should be conveyed to the Dean by the Department Chair and the outcome of the vote should be reflected in the offer letter to the candidate. If the right to be a Co-major Professor has been denied (or it has not been initially sought) a continuing-line research faculty may ask for a separate vote to grant Co-major Professor status anytime, but at most once a year, while the appointment to the continuing-line research faculty position remains active.

Approved by the faculty, 15 January 2016