**AD HOC DOCTORAL HANDBOOK COMMITTEE DRAFT (05.17.2019)**

**NEW JERSEY CITY UNIVERSITY**

**HANDBOOK FOR**

**DOCTORAL PROGRAMS**

2018-2019

DOCTORAL POLICY TASK FORCE AD HOC COMMITTEE

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# Part 1: Application Procedures and Admissions Policies

## Application Procedures

All applicants are required to fill out an application to New Jersey City University’s doctoral programs. The Office of University Admissions 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 department chair/doctoral program coordinator to which applicants are applying. The departmental doctoral graduate program admissions committee, as determined by the department, will review the applications forwarded from the Office of University Admissions and will make the final decision regarding applicants’ acceptance or rejection to a doctoral program.

Applications and related forms are available online.

### Official Transcripts

Official transcripts of applicants must bear the raised seal of the institution from which it is sent. The official transcripts should be sent directly to the Office of University Admissions and are to be included with the application in a sealed envelope with the registrar’s signature or seal. A prior name must be marked by the sending institution and current name indicated on the transcript.

### GPA Requirements

Admission to all doctoral programs require a minimum of a master’s degree 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 may set which standardized tests, or other alternative requirements in lieu of a test, they will accept from applicants. See individual doctoral program requirements for details. 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. No application will be reviewed without it. Each department with a doctoral program can specify what the statement of purpose should include.

### Resume or Curriculum Vita

All applicants are required to submit a resume or curriculum vita with their application. 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 may offer a limited number of assistantships to qualified doctoral students~~.~~ Further information is available from the provost/vice president for academic affairs.

Veterans should contact Veterans Affairs and NJCU’s director of financial aid for information about available education benefits.

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

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## 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 specific doctoral program to which they are applying will accept them.

More information about the test can be found at [www.ets.org/toefl](http://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. Admitted doctoral students scoring less than 79 IBT will be required to enroll in summer English-As-A-Second-Language (ESL) courses at NJCU. 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](http://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. 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 University Admissions

2039 John F. Kennedy Blvd.

Jersey City, NJ 07305-1597

[grad\_dept@njcu.edu](mailto:grad_dept@njcu.edu)

Electronic delivery of a WES evaluation is recommended. All final WES evaluations must be received by the Office of University Admissions 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 University Admissions.

### Additional Requirements for International Candidates

In addition to the requirements for all applicants, international candidates are required to submit the following additions for application to a doctoral program:

* 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 those in the US must be evaluated (course-by-course with a final GPA) by WES.
* A completed “Request for Matriculation” form.
* An original notarized statement from a parent, guardian, or other sponsor, guaranteeing financial support.
* A copy of immunization records.
* Photocopies of all current or previous I-20s, I-94s, passports, and Employment Authorization Cards (EAC).

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.

## Application Deadline

Each department sets dates to coincide with their program requirements. Check the department website for specific application deadlines.

## Readmission

Doctoral students who are not enrolled for at least one graduate course in a fall, spring, or summer semester/session must seek readmission unless a leave of absence has been granted. Readmitted students should note that leave of absence time is included in the seven-year limit for completing their degrees from their original start date in their doctoral program.

## Immunization

All candidates attending New Jersey City University should contact the Health and Wellness Center located in Vodra Hall, Ste 107 for information about immunization requirements. Call 201-200-3456.

# Part 2: Matriculation

## Maintenance of Matriculation Status

Upon admission, a student is matriculated into a doctoral program.

In order to be a matriculated doctoral student, one must be registered in a course or courses continuously throughout one’s program until completion of all degree requirements. A matriculated student should notify the doctoral program coordinator, in writing, if circumstances prevent him or her from registering for any semester.

## Course Load

Specific course loads may vary by program.

Typical course loads may be:

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

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

## Leave of Absence Request

## Under exceptional circumstances doctoral students may apply for a leave of absence to the doctoral program coordinator. The request for a leave of absence must be approved by the department chair and college dean. For programs with a cohort model, students receiving a leave of absence must wait one year to re-enter the doctoral program. The student will re-enter with the following cohort/learning community at the semester sequence directly following the last completed semester. A leave of absence does not change or extend the university allotted period to complete the doctoral degree.

## See Leave of Absence Request Form in Appendix E.

## Program Extension Request

Students can file a request with the doctoral program coordinator for approval to receive an extension beyond the seven-year time limit. The college dean in consultation with the department chairperson, will make the decision whether to grant an extension.

Only one Program Extension is permitted. The student receiving a Program Extension must register for Maintenance of Matriculation during each semester of the doctoral program extension.

There will be no extensions beyond 10 years from the student’s original start date.

See Doctoral Program Extension Request Form in Appendix D.

# 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., D.B.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 students must be 1) matriculated in an NJCU doctoral program or 2) a visiting student who is matriculated in a doctoral program at another accredited university, and who has received written permission from their home institutions as well as from the NJCU department chair and doctoral program coordinator.

### 900-Level Courses

To enroll in a 900-level course, doctoral students must be matriculated in an NJCU doctoral program. Visiting students are not permitted to take 900 level courses.

### Auditing Doctoral-Level Courses

800- and 900-level courses may not be audited.

### Maintenance of Matriculation Courses

Doctoral candidates working on their dissertations are required to enroll in their department’s graduate-level three credit maintenance of matriculation course each term until the dissertation is successfully defended or they are no longer doctoral candidates. Failure to maintain matriculation results in dismissal from the doctoral program. Leave of Absence does not apply during maintenance of matriculation. No maintenance of matriculation credits may be used toward doctoral degree requirements.

## Grading and Grade Point Average Requirements

### Letter Grades

Doctoral students must maintain an overall GPA of at least 3.0 to remain in the doctoral program. No probationary arrangements or exceptions are permitted.

Grades:

A

A-

B+

B (Passing)

B- (first instance, candidate is placed on probation. Second instance, student may be dismissed from the program)

P/F Certain courses may be offered on a pass/fail basis

M Maintenance of Matriculation Course (M grade does not factor into GPA)

### 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.

## 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 NJCU 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 may be an affiliate member of a doctoral-degree program (see Part 6 for a full description of the affiliate member status). He or she must 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. In both cases, faculty members must 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 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 student 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. The candidate and core committee members may nominate fourth and fifth members, but the selection will be made by the department chair in conjunction with the doctoral program coordinator and college dean. If a new committee needs to be reconstituted for some reason, the process for creating the committee is the same as for establishing the first committee.

### Dissertation Committee Approval

All committee members are subject to the approval of the department

chair, college dean, and doctoral program coordinator.

### Dissertation Defense Requirements

All core members of the dissertation committee must be physically present at the dissertation defense and each core committee member has an equal vote. The core dissertation committee can approve, approve with revisions, or not approve the dissertation. In extraordinary circumstances, a committee can approve with distinction. Fourth and fifth committee members do not participate in dissertation defense votes.

## 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 Students

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 doctoral students at least once a year.

Doctoral students in good academic standing are eligible for the qualifying experience(s). Good academic standing requires a minimum of a 3.00 grade point average, no more than one grade of B-; zero grades of F; and no other disciplinary actions. The application to take the Qualifying Experience must be approved by the Department chair in consultation with the doctoral program coordinator for which doctoral candidacy is sought.

Each doctoral program will form a Qualifying Experience Review Committee (QERC), which will evaluate doctoral students’ qualifying experiences. The QERC must consist of at least three university tenured or tenure-track, full-time faculty members in the doctoral program department.

Students 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 QERC 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 student’s matriculation status by the department chair and the doctoral program coordinator and can lead to termination. An appeal can be made to the QERC. If not resolved by the QERC, the appeal will move to the college dean. In no case will the Qualifying Experience be taken more than twice.

Candidates who fail a Qualifying Experience may be required to register for additional course work in preparation for retaking the qualifying experience. Candidates who do not pass a 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 program coordinator. Candidates who fail the examination a second time will be dismissed from the program.

### Potential Types of Qualifying Experiences

### Comprehensive Examinations

A 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 questions about their written responses in front of the doctoral program’s QERC.

A comprehensive examination will be administered in accordance with the guidelines established by the individual doctoral program’s QERC.

Each doctoral program coordinator in consultation with the college dean can determine whether comprehensive examinations are given on a set schedule (i.e. once a year or once a semester) or scheduled individually.

### Portfolios

A portfolio is designed to provide tangible and authentic evidence of the wide range of knowledge and competencies that doctoral students should possess.

A portfolio must provide evidence of the doctoral student’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 QERC deems necessary.

Doctoral students will present their portfolios to the individual doctoral program’s QERC, which will evaluate the portfolio according to predetermined departmental standards. These standards will be clearly communicated to doctoral students prior to submitting their work.

Scheduling portfolio assessments will be at the discretion of each individual doctoral program. The doctoral student 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 students 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 students 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 as they see fit but must not exceed 12 credits. Maintenance of matriculation courses for the dissertation must also be at the 900 level.

## 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. See Appendix I for Doctoral Dissertation Proposal Signature Form. 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 doctoral program faculty. 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 must have Institutional Review Board (IRB) approval if required, completed their literature reviews, and successfully completed all of the background work necessary to undertake the dissertation research. The IRB’s *Procedures and Guidelines for the Protection of Human Participation* is available from NJCU’s Office of Research Grants and Sponsored Programs.

Candidates who do not complete these tasks to the satisfaction of their committee chair (in consultation with the department chair and doctoral program coordinator) are required to register for a maintenance of matriculation continuation course(s) until the expectations have been met successfully.

Candidates who cannot meet the expectations of the dissertation committee chair after an extended period, as determined by the department chair and doctoral program coordinator, may be asked to leave the program.

Doctoral candidates who do not make steady progress over an extended period, as determined by the department, may be asked to leave the program.

## 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 advanced doctoral candidates 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. Candidates should plan their defenses to meet the graduation clearance requirements of their program of study.

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. Candidates must apply for Graduation Clearance by December 15, with the Office of the Registrar, if they intend to participate in the May commencement exercise.

All members of the core 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 core 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 (which will be noted on the student’s transcript). Procedures for approved with revisions are determined by the department.

Each dissertation defense requires the core committee’s completion of a defense signature form. See Appendix J for the Defense Signature Form. Each individual doctoral program can make additional requirements regarding the dissertation format.

The dissertation defense may be open, with public notification of the defense made by the department 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 ProQuest guidelines. As per those instructions, doctoral candidates are required to submit abstracts with their dissertations. Each dissertation also requires a signed Doctoral Dissertation Completion Form (See Appendix K). Each individual doctoral program can make additional requirements regarding the dissertation format

All completed dissertations must be submitted to ProQuest by the student. Once the dissertation receives final approval and the signature sheet is signed, the doctoral program coordinator will provide the student with the link to register and submit the dissertation. Students are to make sure to submit using the name on the dissertation exactly as it appears (e.g. include middle names or initials).

There is no charge for the traditional submission. Copyright Registration and Open Access can be purchased by the student. After the student submits the dissertation to ProQuest, it will be reviewed by the NJCU library director or the library director’s designee and doctoral program coordinator before approval and publishing.

The NJCU library will retain a copy of each doctoral dissertation.

# 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 vital spirit of open inquiry and critical thinking.

The Graduate Council is a coordinating body for faculty 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

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 provost/vice president for academic affairs.

### The Graduate Council as Distinct from the Graduate Studies Committee

The Graduate Council is distinctly different from the Senate’s Graduate Studies Committee. The Graduate Council is charged with addressing the immediate logistical issues and long-term planning of graduate programs. By contrast, the Senate’s Graduate Studies Committee recommends to the Senate guidelines and standards for a graduate program. The Senate’s 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 full-time faculty member from each department offering a Master’s/Certificate/NPTNJ program and a second full-time elected faculty member from departments offering a doctoral program, with a maximum of two persons per department; one designee selected by the provost/vice president for academic affairs (serving non-voting, ex officio); one representative from the Grants/IRB office (serving non-voting ex officio); one representative from the university library (serving non-voting ex officio capacity); and one graduate candidate (serving as a voting member). Departments are welcome to include one other non-voting member who is responsible for substantial graduate certificate programs as they (i.e., the department) deems appropriate. Council members must be stipulated by their department at the beginning of each academic year.

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.

## Meetings of the Graduate Council

The Council shall meet once a month during the regular academic year. Minutes will be taken. 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: Doctoral Faculty Requirements, Opportunities, and Responsibilities

The NJCU doctoral faculty is responsible for providing doctoral education. There are two types of doctoral faculty 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” designates those who are 1) full-time NJCU faculty outside the department offering the doctoral degree or 2) NJCU adjunct faculty. The responsibilities of affiliate members may include teaching doctoral courses in the area of one’s expertise and serving on dissertation committees as core committee members.

Criteria for being an NJCU doctoral faculty are recommended by the Graduate Council. The preliminary responsibility for the assessment of faculty qualifications rests with the department personnel committee of departments offering a doctoral program. Departments are the only place where nominations are reviewed and where recommendations for membership are made.

Faculty holding appointments as doctoral faculty in one department are required to be re-reviewed by the personnel committee in each department in which they seek to be an affiliate member.

Appointment to the doctoral faculty is for a five-year term. Prior to the completion of a term, a doctoral faculty member shall be re-reviewed 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 doctoral faculty 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 recommendation, will be nominated to the appropriate dean of that college and the provost/vice president for academic affairs for consideration. This review will result in either a recommendation for approval or not. The provost/vice president for academic affairs will inform the candidate in writing whether his or her application is successful.

Recommendations to become doctoral faculty may be made by faculty, administrators, and Graduate Council members~~.~~ Application may be made once per academic year.

Departmental standards must require doctoral faculty 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.

## Doctoral Faculty — Full Member

### Requirements

Doctoral faculty (Full Member) shall:

1. Have an earned doctorate from a regionally accredited institution or an equivalent institution in the subject area for which the nomination is being made.
2. Contribute to the development of quality curricula.
3. 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.
4. Have experience in graduate education at an accredited institution.

5. Have professional and/or scholarly/creative activity in their 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. Lack of evidence of such involvement shall result in the loss of graduate faculty in doctoral faculty classification.

6. Have previous experience serving on theses or dissertation committees; this is preferred but not necessarily a condition to be considered as doctoral faculty (full member).

### Opportunities

Full doctoral faculty have the following opportunities. They may:

1. Serve a five-year term as a full doctoral faculty member 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 to serve as a departmental representative on the Graduate Council and,
6. Participate in all facets of doctoral education.

### 

### Responsibilities

Full doctoral faculty are responsible for:

1. Recommending the requirements and standards of performance for courses and for qualifying experiences.
2. Ensuring that the course syllabi are consistent 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, achievement, and collaboration among graduate faculty and students in doctoral programs.
8. Advising candidates throughout the course of their degree program.
9. Serving on doctoral committees as committee chairs or core committee members.

## Doctoral Faculty – Affiliate Member

### Requirements

Affiliate doctoral faculty shall:

1. Have an earned doctorate from a regionally accredited institution or its equivalent in the subject area or a related field 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 their 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 not be doctoral faculty.
4. Have previous experience serving on theses or dissertations committees; this is preferred but not necessarily a condition for membership as an affiliate faculty in that doctoral program.

### Opportunities

Affiliate doctoral faculty have the following opportunities. They may:

1. Serve a five-year term as affiliate member within a specific program and 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 not as chair.
4. Under extenuating situations, serve on a Qualifying Experience Review Committee (QERC) on the recommendation of the department and at the discretion of the college’s dean.
5. Participate in other facets of doctoral education.

### 

### Responsibilities

Affiliate doctoral faculty are responsible for:

1. Working with the other members of the program to recommend the requirements and standards of performance for courses and for qualifying experiences.
2. Ensuring that course syllabi are consistent 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. Promoting the highest standards of candidate scholarship.
5. Encouraging an environment of learning, achievement, and collaboration among graduate faculty and students in doctoral programs.
6. Advising candidates throughout the course of their degree program.
7. Serving on a doctoral committee as a core-committee member.

## Adjunct Faculty as Affiliate Members of a Doctoral Program

Whenever possible, full doctoral faculty should teach doctoral courses. However, affiliate members may teach in a doctoral program.

## Procedures for Appointing Doctoral Faculty

Faculty members who are applying for appointment or reappointment to the doctoral faculty must submit an application package to the department chair in which they are seeking full or affiliate membership.

Detailed instructions for applying are found in Appendix A, Instructions to the Applicant for Appointment or Reappointment to the Doctoral Faculty.

The application package must include:

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

Doctoral faculty can apply for reappointment as a full or affiliate member every 5 years.

# Fourth & Fifth Readers on Doctoral Committees (i.e., not Full or Affiliate members)

# 1. Are volunteers on doctoral committees.

2. Are non-voting members of doctoral committees.

3. May be nominated by doctoral candidates (e.g., students) and/or core committee (faculty) members, but are selected and approved by the coordinator of the specific doctoral program in conjunction with the dean of the college

4. Must have an earned doctoral from a regionally accredited institution or its equivalent and other qualifications determined by the department in conjunction with the college dean.

5. Will be present at the dissertation defense.

# 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. 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 chair 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 administration will provide the required funds prior to the start of each new 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 Doctoral Faculty

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

1. The form: *Doctoral Faculty Appointment or Reappointment Transmittal Form (Appendix B)*
2. The form: *Application for Appointment or Reappointment to Graduate Faculty in Doctoral Programs Form (Appendix C)*
3. An official record on earned doctorate from a regionally accredited institution in the subject area for which the nomination is made.
4. The Curriculum Vita
5. For New Appointments: Applicant’s Curriculum Vita (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 in Doctoral Programs* section of Part 6 in this handbook for materials to cite in the Curriculum Vitae
* 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)

1. 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 vita, 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 and sent a copy to the applicant, the form is sent to the department chair for comments and evaluation.

**Step 3.** The chair checks all applications for completeness and adherence to university policy before submitting a recommendation to the college dean for review and action, with a copy to the applicant.

**Step 4.** After adding his or her evaluation and recommendation to the transmittal form, the college dean forwards the original package to the provost/vice president for academic affairs.

A faculty member who applies for appointment shall receive a vote/recommendation on any review level and will be informed by the respective review bodies and may, if desired, provide additional material within 10 business days in support of the application before it is forwarded to the next review level. Appeals can be made to the next review level. Generally steps 1-4 should take 15 weeks.

**Appendix B: Doctoral Faculty Appointment or Reappointment Transmittal Form**

[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** \_\_\_\_\_ Recommended \_\_\_\_\_ Not Recommended

**AND RECOMMENDATIONS:**

(The committee should clearly state how the applicant's qualifications satisfy the criteria membership as graduate faculty in doctoral programs).

Committee's Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. DEPARTMENT CHAIR**: \_\_\_\_\_ Recommended \_\_\_\_\_ Not Recommended

Comments:

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

**C. COLLEGE DEAN**: \_\_\_\_\_ Recommended \_\_\_\_\_ Not Recommended

Comments:

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

**D. PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS:**  \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Comments:

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

.

**Appendix C: Application for Appointment or Reappointment to Doctoral Faculty**

**APPLICATION FOR APPOINTMENT OR REAPPOINTMENT**

**TO GRADUATE FACULTY IN DOCTORAL PROGRAMS**

**NEW JERSEY CITY UNIVERSITY**

Research Area Affiliation: (Check ONE)

\_\_\_ College of Arts & Sciences

\_\_\_ College of Education

\_\_\_ College of Professional Studies

\_\_\_ School of Business

Type of Graduate Faculty in Doctoral programs - Status Sought:

\_\_ Full Member

\_\_ Affiliate Member

\_\_ Fourth/Fifth Reader

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Dept./Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Discipline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Academic Rank: \_\_\_\_ Professor \_\_\_ Assoc. Professor \_\_\_\_ Asst. Professor \_\_\_\_ Adjunct

Type of Current Faculty Appointment:

\_\_ Tenured

\_\_ Tenure track, full-time

\_\_ Adjunct

Type of Graduate Faculty in Doctoral program Appointment Sought:

\_\_ New appointment for a five-year term

\_\_ Reappointment for a five-year term

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant

**Appendix D: Doctoral Program Extension Request**

## Doctoral Program Extension Request

## NJCU Doctoral Program

## Doctoral students can file a request with the Doctoral Program Coordinator to receive an extension beyond the seven-year time limit. The College Dean, in consultation with the Doctoral Program Coordinator and Department Chairperson, will make the decision whether to grant the extension. There will be no extensions beyond 10 years from the original start date.

## To request a program extension, complete this form and submit it to your program’s Doctoral Program Coordinator.

**Name of Student Requesting Program Extension**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student ID #**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone #**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date extension will start:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date extension will end:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that only one Program Extension is permitted. I understand that I must register for Maintenance of Matriculation during each semester of my doctoral program extension. I understand that I can receive no extension beyond 10 years from my original program start date.

**Student Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

**Doctoral Program Coordinator**:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Approve:\_\_\_\_\_ Disapprove:\_\_\_\_

**Department Chair**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Approve:\_\_\_\_\_ Disapprove:\_\_\_\_

**Dean**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Approve:\_\_\_\_\_ Disapprove:\_\_\_\_

**Appendix E: Cohort Doctoral Program Leave of Absence Request**

## Leave of Absence Request

## NJCU Doctoral Program

## Under exceptional circumstances, doctoral students may apply for a leave of absence to their Doctoral Program Coordinator, who may/may not recommend approval to the Department Chair and College Dean.

## To request a leave of absence, complete this form and submit it to your program’s Doctoral Program Coordinator. No leave of absence is permitted for students in the dissertation phase of a doctoral program.

**Name of Student Requesting Leave**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student ID #**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone #**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Term when leave will start:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that I will have to wait one year to re-enter the doctoral program sequence with the following cohort/learning community at the semester sequence directly following the last completed semester. I also understand that a leave of absence does not change or extend the university allotted period to complete my doctoral degree.

**Student Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

**Doctoral Program Coordinator**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Approve:\_\_\_\_\_ Disapprove:\_\_\_\_

**Department Chair**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Approve:\_\_\_\_\_ Disapprove:\_\_\_\_

**Dean**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Approve:\_\_\_\_\_ Disapprove:\_\_\_\_

**Appendix F: Title IX**

**NEW JERSEY ADMINISTRATIVE CODE TITLE 9A –**

**HIGHER EDUCATION**

**New Jersey Secretary of Higher Education**

**CHAPTER 1. LICENSURE RULES**

**(amendments effective 10/17/16)**

**https://www.nj.gov/highereducation/documents/pdf/Licensure/LicensureRules.pdf**

**Appendix G: Rubric for Application for Doctoral Faculty (Full Member)**

These criteria are based on the requirements and responsibilities of doctoral faculty, as per Doctoral Handbook. The criteria, candidate application, and supporting material will be reviewed by the Personnel Committee. If a member of the Personnel Committee is applying, he or she shall not participate in discussion or decision.

| Section 1Please note that items 1 and 2 are each required for consideration. No applicant will be considered further if both criteria 1 and 2 are not satisfied. | | | | |
| --- | --- | --- | --- | --- |
| Item number | Criteria | Evidence | Evaluation | Notes |
| 1 | Earned doctorate from a regionally accredited institution in the subject area for which the nomination is being made | Official record | Y/N |  |
| 2 | Rank of Assistant Professor or above at NJCU | CV and/or verification from Dean or Provost Office | Y/N |  |

| Section 2If item numbers 1 and 2 are met, proceed to 3. The weighted total for items 3-11 must be 80% or higher for approval. | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Item number | Criteria | Evidence | Score (0-5) | Weight | Weighted Score | Notes |
| 3 | Have previous experience in directing theses or dissertations (preferred) | CV and relevant documentation |  | 5% |  |  |
| 4 | Professional and/or scholarly/creative activity in that discipline, sustained, independent work and which has brought professional recognition by national standards | Consultancies, performances, published work, presentations at professional meetings, grants, serving as an officer in a professional society, graduate courses taught, and theses directed, as evidenced by CV with key components verified |  | 20% |  |  |
| 5 | Ability to determine the requirements and standards of performance for courses and for qualifying experiences | CV and relevant documentation |  | 20% |  |  |
| 6 | Ability to ensure that the course syllabi are consonant with the curricular goals of the program | Review CV, existing syllabi and related documentation |  | 15% |  |  |
| 7 | Maintenance of an active program of scholarship and remaining current in the literature, methodologies, and techniques of their respective disciplines | CV, verifying key sources |  | 10% |  |  |
| 8 | Ability to Contribute to the establishment of appropriate standards for admission and retention of qualified candidates into the doctoral programs of the University | CV and relevant documentation |  | 10% |  |  |
| 9 | Ability to promote the highest standards of candidate scholarship | CV and relevant documentation |  | 5% |  |  |
| 10 | Mentoring candidates throughout the course of their degree program. | CV and relevant documentation |  | 5% |  |  |
| 11 | Ability to serve on doctoral committees as committee chairs or core committee members. | CV and relevant documentation |  | 10% |  |  |

Weighted Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weighted Total as Percent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix H: Rubric for Application for Doctoral Faculty (Affiliate Member)**

These criteria are based on the requirements and responsibilities of doctoral faculty, as per Doctoral Handbook The criteria, candidate application, and supporting material will be reviewed by the Personnel Committee. If a member of the Personnel Committee is applying, he or she shall not participate in discussion or decision.

| Section 1Please note that items in Section 1 are requirements for consideration. No applicant will be considered further if the required criteria in this section are not satisfied. | | | | |
| --- | --- | --- | --- | --- |
| Item number | Criteria (Y/N) | | Notes | |
| 1 | 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 |  |  | |
| 4 | Have previous experience in directing theses or dissertations (preferred but not required) |  |  | |
| Section 2 ResponsibilitiesIf items in section 1 are met, proceed to Section 2. | | | | |
| Item number | Criteria (Y/N) | | | Notes |
| 1 | Ability to determine the requirements and standards of performance for courses and for qualifying experiences |  | |  |
| 2 | Ability to ensure that the course syllabi are consonant with the curricular goals of the program |  | |  |
| 3 | Maintenance of an active program of scholarship and remaining current in the literature, methodologies, and techniques of their respective disciplines |  | |  |
| 4 | Ability to contribute to the development of quality curricula. |  | |  |
| 5 | Ability to promote the highest standards of candidate scholarship |  | |  |
| 6 | Ability to encouraging an environment of learning and achievement among Graduate Faculty teaching in doctoral programs and candidates. |  | |  |
| 7 | Ability to mentor candidates throughout the course of their degree program.. |  | |  |

**Appendix I: Doctoral Dissertation Proposal Signature Form**

**DOCTORAL DISSERTATION PROPOSAL**

**Signature Form**

**Candidate**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Committee Use \*\*\*\*\***

Chairperson: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Proposal Presentation \_\_\_\_\_\_\_\_\_\_

Member 1: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member 2: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member 3 (optional): Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee Vote**

**The proposal was: Approved\_\_\_\_\_\_\_\_\_ Approved with Revisions \_\_\_\_\_\_\_\_\_\_ Failed\_\_\_\_\_\_\_\_\_\_\_**

**Notes**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

revised September 2018

**Appendix J: Defense Signature Form**

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**APPROVAL FOR SUCCESSFUL DEFENSE**

Doctoral candidate, [CANDIDATE NAME HERE] has successfully defended and made the required modifications to the text of the doctoral dissertation for the degree of [DEGREE HERE] during the [FALL/SPRING/SUMMER] Semester of [YEAR].

**DISSERTATION COMMITTEE**

(please sign and date beside your name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chair Signature/Date Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee Member Signature/Date Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee Member Signature/Date Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee Member Signature/Date**

The mentor and any other committee members who wish to review revisions will only sign and date this document when revisions have been completed. Please return this form to the Doctoral Program Coordinator, where it will be placed in the candidate’s file and submit a copy with your final dissertation to be bound as page number three.

**Appendix K: Doctoral Dissertation Completion Form**



**DOCTORAL DISSERTATION COMPLETION**

[Student Name]

[Title of Dissertation]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name (Chair) Date

[Faculty Rank]

Dissertation Committee Chairperson

Approved\_\_\_\_ Not Approved\_\_\_\_

­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name Date

[Faculty Rank/Title and Department]

Approved\_\_\_\_ Not Approved\_\_\_\_

­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name Date

[Faculty Rank/Title and Department]

Approved\_\_\_\_ Not Approved\_\_\_\_

Accepted and approved in partial fulfillment of the requirements for the degree of

Doctor of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Department Chairperson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Dean Name

Dean Title