

Texas Tech University
WHITACRE COLLEGE OF ENGINEERING
Operating Policy and Procedures

WCOE OP 40.20 Faculty Research and Graduate Student Doctoral Degree

Expectations

[Approved by Executive Committee 03/15/2023]

Date: **03/15/2023**

Review: This OP will be reviewed every two years by the Dean's Office and Chairs. Faculty feedback will be solicited .
Revisions will require approval by the WCOE Executive Committee

1. Definition of Research Active Faculty

To be considered research active, faculty shall be credited with submitting proposals worth at least \$500K/year in competitive funding, some of which must be as PI, and continuous or near-continuous funding including supporting full-time 12-month RAs on external grants or contracts for the most recent 3 years. In addition, to be considered research-active faculty, must meet one of the following guidelines:

- publishing 3 journal papers on average annually over the same period in peer-reviewed indexed journals (at least 9 journal papers over 3 years);
- Publishing fully peer-reviewed conference proceedings approved by the chair . . The number required, and quality, of the proceedings are to be determined at the department level but can be no less than 3 per year.

If a tenured faculty is research active, the teaching load can be reduced at the discretion of the Chair.

If a tenured faculty member does not meet these criteria they are not research active and their teaching loads will be at least 4 to 5 courses per academic year and could be more depending on department needs. These guidelines are minimums and individual departments can have higher standards.

2. PhD Student Requirements

A: Publication Requirements

PhD students are required to have two publications (one accepted one submitted) in peer reviewed journals or indexed conference proceedings approved by the department chair prior to their defense. The papers shall be related to their research at Texas Tech. These are minimums and individual departments can have higher standards.

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B: Qualifying Exam for Candidacy

All incoming PhD students must complete their qualifying exam within the first 2 years of matriculation into the graduate program. The only exception are part-time PhD students who should complete their qualifying exam within the first 39 hours of matriculation.

Options for the qualifying exam:

- Exam administered by the department which can consist of a written exam, oral exam, or research project within the first 18 months. Guidelines are determined by the department.
- Publication of an indexed, peer reviewed, article within 24 months of matriculation.

C: Announcing Defense of Dissertation

- Email announcement to all WCOE faculty and graduate students 1 week prior to defense
- Announcement must include abstract and publication list
- Defense must be public .
- Must be placed on department web page