1. Definition of Research Active Faculty

Normal teaching load for a tenured faculty member is at least 5 classes per year. Reduction in teaching loads can be achieved by meeting the following criteria:

- Supporting at least two full time 12-month RAs on external grants/contracts reduces teaching to three courses per academic year.
- Faculty can seek to buy-out courses at a cost of 15% of their 9-month salary for each course down to three courses using external funds or overhead return;
- The chair may release faculty from 1 course for significant service or administrative activities such as ABET and Associate Chair duties, etc.

Chairs can allow faculty not meeting the criteria above to have a reduced teaching load for up to 2 years to work toward meeting the criteria. Good faith efforts must be performed by the faculty to meet the criteria above. This effort will be reported to the Associate Dean of Research and Graduate Programs annually by the chair.

Teaching loads of 1 course per semester will only be allowed in the following cases: Federal research expenditures in excess of $500K/year and supporting three full time RAs, or by paying a buyout of 15% of their 9-month salary using external funds or overhead return. In either case, the faculty member must work with the chair to find an instructor to cover any courses that are bought out. If teaching needs cannot be met within the department, reduction to 1 course per semester may not be possible regardless of expenditures and buyout.

2. PhD Student Requirements

   A: Publication Requirements

PhD students are required to have two publications accepted in peer reviewed journals or indexed conference proceedings accepted 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.
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.