

Summer Registration and Instructor Effort Reporting for 6971s, 7979s and 7980s

Administrative requirements

Any students registered in the summer for courses numbered 6971, 7979, or 7980 must be registered with a graduate faculty member who is designated as the instructor and able to assign an appropriate S/U grade at the end of the term. Faculty members on nine-month contracts who are not otherwise employed in summer cannot be assigned effort as instructors for 6971/7979/7980 unless compensated.

Option for department chair, director, associate dean, or grad coordinator to be assigned effort in summer as “summer member”

If a student needs to register for 6971, 7979, or 7980 during the summer and no member of their supervisory committee is available to be listed as instructor and enter a grade for their summer work, then a department chair or other appropriate graduate faculty member on a 12-month appointment should be designated as the student’s instructor for the purposes of accounting for the student’s progress and entering a grade at the end of the term. A “summer member” option will be added to GIMS for this purpose.

Procedures for alternate assignments

In units in which a department chair, graduate coordinator, associate dean, director or equivalent need to be assigned effort for supervising 6971s, 7979s, and 7980s in summer as described above, the following procedure will be implemented.

The unit will identify the appropriate department chair, graduate coordinator, associate dean, director or equivalent on 12-month contract to be available as a “summer member” for this purpose. This 12-month employee must have graduate faculty status in the student’s program.

Unit staff will then assign effort to the appropriate graduate faculty member for each student’s 6971, 7979, or 7980 registration each summer. Colleges have the following options for assignments:

1. Assign 6971/7979/7980 effort to the student’s supervisory chair or co-chair if that faculty member is employed in the summer and has effort available.
2. Assign 6971/7979/7980 effort to a regular/internal member of the student’s supervisory committee if that faculty member is employed in the summer and has effort available.
3. Assign 7979/7980 effort to an external member of the doctoral student’s supervisory committee if that faculty member is employed in the summer and has effort available.
4. If none of the student’s supervisory committee members are available, assign 6971/7979/7980 effort to a “summer member” designated above.

Other considerations

Colleges and programs may develop their own administrative procedures to comply with administrative requirements depending on internal contingencies, but the Graduate School’s preferred order of options above is 1-2-3-4.

If a department chair or coordinator is listed as a summer member on a student’s supervisory committee *only* for the purposes of assigning 6971/7979/7980 grades, they must account for the student’s academic

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progress when entering grades, but they are not required to sign the ETD signature page or attend oral exams or defenses. The summer member appointment will not be displayed on the Committee Details or Committee Statistics tabs on the Faculty page in GIMS nor on the Electronic Thesis & Dissertation (ETD) page. Summer member data will be imported into SIS from GIMS but will not be counted toward Online Promotion and Tenure (OPT) packets.