



MEMORANDUM

To: Julio Frenk, President

From: Tomás A. Salerno
Chair, Faculty Senate

Date: November 21, 2018

Subject: Faculty Senate Legislation #2018-22(B) – Proposal to Request an Exception to the UM Graduate School Policy on Thesis/ Doctoral Committee Chairs, Frost School of Music

The Faculty Senate, at its November 14, 2018 meeting, had *no objections* to the proposal from the Frost School of Music to request an Exception to the UM Graduate School Policy on Thesis/ Doctoral Committee Chairs. The proposal requests an exception to the Graduate School policy requiring thesis/doctoral committee chairs to be members of the Regular Faculty at the University by allowing faculty members who are not Regular Faculty but hold a doctoral degree relevant to the student's discipline and who have received Graduate faculty status per departmental vote to serve as thesis/doctoral committee chairs.

SACSCOC requires that qualified faculty oversee academic and curricular matters without reference to faculty tenure status.

The Faculty Senate does not approve budget concepts, therefore no budget information is included here.


This legislation is now forwarded to you for your action.

TAS/rh

Enclosure

cc: Jeffrey Duerk, Provost and Executive Vice President for Academic Affairs
Guillermo Prado, Dean of the Graduate School
Shelton Berg, Dean of the Frost School of Music
Shannon K. de l'Etoile, Associate Dean of Graduate Studies, Frost School of Music

CAPSULE: Proposal to Request an Exception to the UM Graduate School Policy on Thesis/
Doctoral Committee Chairs, Frost School of Music

APPROVED:  DATE: 12/18/18
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Dean Shelton Berg

EFFECTIVE DATE OF LEGISLATION: IMMEDIATELY
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____



**UNIVERSITY
OF MIAMI**

Proposal Submission Checklist

Proposals are to be submitted to the Office of Assessment and Accreditation (OAA), if applicable, the Graduate Council (for graduate programs excluding Law and Medical), if applicable, and the Faculty Senate. Refer to the [Procedures for Program Changes](#) document for information on the approvals and notifications needed for program changes and the [Proposal Submissions Specifications](#) document for an explanation of the process and a list of the materials required.

(Please note that change approvals can take 2 semesters to complete.)

Include this checklist at the beginning of each proposal.

(Complete the information below, save the form as a pdf, and insert it with the background materials that are specified, in the order listed, and send the package electronically as noted above.)

KEY CONTACT PERSONNEL INFORMATION

First Name

Shannon

Last Name

de l'Etoile

Proponent's Title

Associate Dean of Graduate Studies

Department, if applicable

School/College

Frost School of Music

E-mail

sdel@miami.edu

Phone

305.284.6913

Title of Proposal

Proposal to Request Exception to the University of Miami Graduate School Policy on Thesis/Doctoral Committee Chairs

(-continue to next page-)

MANDATORY MEMORANDA AND FORMAT

Please check that each item listed below is included in the proposal package of materials, in the ORDER as listed. The applicable title (i.e. Letter of Explanation, Memo from the Dean, etc.) is to precede each section in the materials.

Only proposals conforming to this format will be accepted.

1. This completed checklist.

2. Letter of explanation. (2-3 pages only, double spaced, 12 pt font)

Yes No

If no, explain why:

3. A memo from the dean(s) signifying approval of the faculty of the relevant School(s) / Colleges(s).

Yes No

If no, explain why:

4. A memo that all affected or relevant School / College Council(s) have approved.

Yes No

If no, explain why:

5. A memo from the department chair(s) signifying approval of the faculty of the relevant department(s).

Yes No

If no, explain why:

This proposal was approved by the Frost School Department Chairs as a body; the proposal is not being put forth by one Department. Rather, it represents an initiative of the entire Frost School.

6. A memo from the Office of Accreditation and Assessment (OAA) if the proposal involves academic programs (degrees, certificates, majors, minors, concentrations, specializations, tracks, etc.) such as new programs, closing programs, or program changes (such as changes in requirements, program length, modality, name, location).

(To be submitted by OAA to the Graduate Council or the Faculty Senate, as appropriate.)

Applicable Not applicable.

If not, explain why:

7. A memo from the Graduate School Dean signifying approval of the Graduate Council (for graduate programs only).

(To be submitted to the Faculty Senate by the Graduate Council.)

Applicable Not applicable.

If not, explain why:

8. Academic Deans Policy Council (ADPC) approval, for interdisciplinary issues and as appropriate. Please consult with the Dean of the Graduate School or the Secretary of the Faculty Senate to check if this is needed.

Yes No

If no, explain why:

Not needed.

9. Additional required documents as listed on the "Proposal Submissions Specifications," i.e. market analysis, budget information, assessment of library collections, etc. as specified.

List additional documents included:

Proposal document.

FORM INSTRUCTIONS:

1. Once you have completed the form, save it to your computer by clicking the "Save" button below.
2. Print and scan it.
3. Submit the scanned version to facsen@miami.edu with your proposal. **Please note:** only scanned versions can be accepted.

Save

End form.



Proposal to Request Exception to the
University of Miami Graduate School Policy on
Thesis/Doctoral Committee Chairs

Contact Personnel:

Shannon de l'Etoile, Associate Dean of Graduate Studies
Frost School of Music
305.284.6913
sdel@miami.edu

MEMO: LETTER OF EXPLANATION

TO: University of Miami, Faculty Senate

FROM: Shannon K. de l'Etoile, Ph.D. 
Associate Dean of Graduate Studies, Frost School of Music

DATE: October 22, 2018

RE: Proposal to Request Exception to the University of Miami Graduate School Policy on Thesis/Doctoral Committee Chairs


The Frost School of Music wishes to request exception to the University of Miami Graduate School Policy on Thesis/Doctoral Committee Chairs.

Attached please find the following documents:

- Memo from the Associate Dean of Graduate Studies in the Frost School indicating approval of this proposal by the faculty, including approval of the Graduate Committee and Department Chairs of the Frost School.
- Email Memo from the Speaker of the Frost School Council indicating approval of this proposal by the Frost faculty.
- Memo from the Office of Planning, Institutional Research, and Assessment indicating receipt of the proposal, and further clarifying that SACSCOC notification is not required.
- Memo from the Graduate School Dean signifying approval of the Graduate Council.
- Document detailing the proposed exception.

MEMO FROM ASSOCIATE DEAN OF GRADUATE EDUCATION

TO: University of Miami, Faculty Senate

FROM: Shannon K. de l'Etoile, Ph.D. 
Associate Dean of Graduate Studies, Frost School of Music

DATE: October 22, 2018

RE: Proposal to Request Exception to the University of Miami Graduate School Policy on
Thesis/Doctoral Committee Chairs

This memo serves as a request for the General Welfare Committee and (as needed) Faculty Senate to consider the attached proposal to request exception to the University of Miami Graduate School Policy on Thesis/Doctoral Committee Chairs.

The proposal has been approved by the Frost School Graduate Committee, Department Chairs, and School Council.

From: Zdzinski, Stephen F
Sent: Thursday, October 25, 2018 11:12 AM
To: de l'Etoile, Shannon Kay, Ph.D. <sde1@miami.edu>
Subject: Frost School Council Action of 10/15/18 (Exemption to UM Graduate School Policy on Thesis/Doctoral Committee chairs)
Importance: High

Dear Dean de l'Etoile,

We discussed and voted upon the proposal to request an exemption to to UM Graduate School policy on Thesis/Doctoral Committee Chairs, during our October 15, 2018 meeting of the Frost School of Music Council. Discussion among Council members indicated strong endorsement for inclusion of qualified Educator and Affiliated Faculty to serve in these rolls. The proposal was approved 9-0 by a voice vote.

Sincerely,

Stephen F. Zdzinski

Professor & Graduate Program Director, Music Education
Speaker, Frost School of Music Council



[Department of Music Education & Music Therapy](#)

5501 San Amaro Drive
Coral Gables, FL 33146

t: (305) 284-6658
c: (305) 546-7921
e: szdzinski@miami.edu

www.frost.miami.edu






MEMORANDUM

DATE: September 27, 2018

TO: Shannon de l'Etoile, Associate Dean of Graduate Studies
Frost School of Music

FROM: Patty Murphy, Executive Director 
Office of Assessment and Accreditation

RE: Request for Exception to the Policy on Thesis Committee Chairs

On September 24, 2018, the Frost School of Music notified my office of its intent to request an exception to the Graduate School policy on thesis/doctoral committee chairs. The Graduate School policy requires that thesis/doctoral committee chairs be members of the Regular Faculty at the University. The proposal is requesting an exception to this policy for the Frost School of Music to allow faculty members who are not Regular Faculty but who hold a doctoral degree relevant to the student's discipline and who have received Graduate Faculty status per departmental vote to serve as thesis/doctoral committee chairs.

SACSCOC standards require that qualified faculty oversee academic and curricular matters. It is not concerned with faculty tenure status. Consequently, no notification or approval is required for this change.

Please contact me if you have any questions at pattymurphy@miami.edu or (305) 284-3276.

CC: Faculty Senate
Guillermo Prado, Dean of the Graduate School
Shelton Berg, Dean of the Frost School of Music



1252 Memorial Drive
P.O. Box 248125
Coral Gables, FL 33124-4629

Phone: 305-284-4154
Fax: 305-284-5441
graduateschool@miami.edu

MEMORANDUM

DATE: October 23, 2018

TO: Tomas Salerno
Chair, Faculty Senate

FROM: Guillermo (Willy) Prado *Guillermo Prado*
Dean, The Graduate School

SUBJECT: Proposal – Exception request to the Graduate School policy

The Frost School of Music submitted a proposal to request an exception to the Graduate School policy on Thesis/Doctoral Committee Chairs. The proposal was discussed at the meeting of the Graduate Council on Tuesday, October 16, 2018, and was unanimously approved by those present.

cc: Shelton Berg, Dean, Frost School of Music
Shannon de l'Etoile, Associate Dean of Graduate Studies, Frost School of Music
Office of Assessment and Accreditation

Proposal to Request Exception to the
University of Miami Graduate School Policy on
Thesis/Doctoral Committee Chairs
Fall 2018

Rationale for the Proposal:

The University of Miami Graduate School requires that thesis/doctoral committee chairs be Regular Faculty; that is, tenured or on the tenure-track.

However, the Frost School of Music has attracted a number of non-tenure track faculty members who have established national and international reputations for their expertise and active careers as world-class performing musicians, theorists, composers, conductors, and researchers. Consequently, many of these individuals are uniquely-qualified to direct and/or inform student research. These faculty members typically have the status of Professor of Professional Practice, or full-time lecturer.

In consultations with the Graduate School that occurred in 2014, it was decided that these highly-regarded, non-tenured Frost School faculty members who held either the DMA or the PhD, and who had received Graduate Faculty status per Departmental vote, could chair theses and doctoral committees. However, approval for exception to Graduate School policy was not finalized at that time.

This proposal seeks to officially request an exception to UM Graduate School policy, as follows:

Non-tenure track Frost School faculty who hold a **doctoral degree that is relevant to the student's** discipline, including but not limited to the Doctor of Musical Arts (DMA), the Doctor of Philosophy (PhD), and the Doctor of Education (EdD) degree; and who have received Graduate Faculty status per Departmental vote; are eligible to chair graduate committees for masters theses, doctoral dissertations, doctoral essays, and doctoral lecture recitals.

Approval of this exception would offer two significant benefits:

1. It would allow a greater number of Frost School faculty to chair graduate student committees, thus providing a more equitable distribution of student research supervision responsibility and promoting more reasonable teaching loads.
2. It would give Frost School graduate students the opportunity to learn from and work closely with exceptional faculty members as their committee chairs. Without this exception, students would be deprived of these rich learning opportunities.

Approval of this exception would have no impact on:

- Any graduate degree program requirements (i.e., courses, credit hours, etc.).
- Academic Bulletin listings for graduate degrees.
- Room scheduling or classroom needs.
- Ability of the Frost School to meet educational standards of the National Association for Schools of Music (NASM).