School of Psychology Faculty Meeting

Tuesday, September 23, 2014

Present

Faculty: Audrey Duarte, Frank Durso, Susan Embretson, Randall Engle, Ruth Kanfer, Rustin Meyer, Jim Roberts, Wendy Rogers, Eric Schumacher, Jenny Singleton, Dan Spieler, Christopher Stanzione, Rick Thomas, Davood Tofighi, Paul Verhaeghen, Bruce Walker, Howard Weiss (Chair), Mark Wheeler

Student Reps: Patrick Bradshaw, Ursula Saelzler, Lauren Margulieux, Skip Hauenstein, Savannah Cookson

Administrative: Dawn Franklin, Jan Westbrook

1. New Faculty Member Introductions (Howard Weiss)
   a. Mark Wheeler, Associate Professor (comes to us from the University of Pittsburgh)
   b. Rick Thomas, Associate Professor (comes to us from the University of Oklahoma)
   c. Chris Stanzione, Academic Professional/Lecturer (comes to us from Georgia State University)

2. Faculty Hiring (Howard Weiss)
   a. Requests were sent out for ideas on faculty hires in the spring and these ideas were shared with the Advisory Committee over the summer
   b. Dr. Weiss also had several discussions with the Dean regarding faculty hires
   c. The School has decided to move forward with filling an Engineering Psychology and Industrial/Organizational position. Both of these are being advertised at the Assistant Professor or early Associate Professor levels.
   d. Dr. Weiss met with the Advisory Committee and the relevant Areas to discuss the plans for filling these positions. As we admittedly have holes in the areas of social, development, affective psychology, etc., Dr. Weiss has charged each Area with hiring someone whose general research area also connects to one of these holes.
   e. Basic guidelines for filling these positions are as follows: 1. No one will be hired who cannot connect generally to the field of Psychology, and 2. No one will be hired who cannot connect to the synergy of the department as a whole.
   f. In addition to the Engineering Psychology and Industrial/Organizational Psychology positions, the Dean has made it clear that there are opportunity hires for women and minorities available at any level. These hires would have a
separate budget from the Engineering Psychology and Industrial/Organizational Psychology positions.

g. Dobromir Rahnev (2013 CogNeuro Search candidate): Dr. Rahnev’s hiring approval package has been submitted and we expect to receive approval within a week. Dr. Weiss has been in consistent contact with Dr. Rahnev so that he is aware of progress with the offer.

h. Dr. Weiss will begin putting together search committees for the Engineering Psychology and Industrial/Organizational Psychology positions. We will plan to have a student member on each of the search committees.

3. Adjunct Faculty (Howard Weiss)
   a. Dr. Weiss distributed handouts that outline general College of Sciences guidelines for Adjunct Faculty appointments (please see Appendix A).
      i. The privileges enumerated in the handout all seem to be reasonable, with the exception of item 4 – “adjunct faculty have the same ability to use School facilities and to advise graduate students as do all academic faculty appointed in the School”.
   b. We also need to address the issue of how to qualify individuals for Adjunct appointments in the School of Psychology.
      i. The faculty agreed that individuals interested in an Adjunct appointment will submit their curriculum vitae to the Advisory Committee once a semester and then the School will meet to vote on the candidates.
      ii. The faculty additionally agreed that Adjunct Faculty will serve a three year term.
      iii. Dr. Weiss will work on writing up the specific guidelines and process for Adjunct Faculty appointments in the School of Psychology.

4. Proposed revisions to the Graduate Student Handbook (Paul Verhaeghen)
   a. Dr. Vehaeghen provided a handout with identified problematic areas of the Graduate Student Handbook and proposed revisions (Please see Appendix B)
      i. Savannah Cookson, Victor Ellingsen and Dr. Verhaeghen have been reviewing the Graduate Student Handbook with the goal of making it readable and usable. Input from area coordinators has been solicited.
      ii. Inconsistent terminology: the Committee identified areas where the terminology is inconsistent (tenured or tenure-track faculty vs. regular faculty).
         1. The faculty agreed that the Committee will regularize the terminology by removing references to “regular faculty” and replacing it with “tenured or tenure-track faculty”
      iii. What Happens if a Student Fails a Preliminary Examination?
1. The Graduate Handbook Committee identified an issue with a lack of specific guidelines for what happens if a student fails a preliminary examination.
   a. The faculty agreed to temporarily have language in place specifying that the student’s Prelims Committee will meet and consider what to do in the instance that a student fails a preliminary examination. The Graduate Policy Committee will work on identifying a more detailed process that will be proposed and voted on by the School.
   iv. The Graduate Student Handbook makes a distinction between Academic Advisor and Research Advisor. The faculty decided to eliminate this distinction.
APPENDIX A

Chairs,

We have agreed that the appointment Adjunct Faculty members within the College of Sciences is primarily a responsibility of the Schools. However, to maintain a degree of consistency we have developed a set of guidelines for this appointment that should be applied in considering future appointments and, where applicable, to current faculty in your unit with an adjunct title.

- Adjunct faculty members draw no salary from the School in which they hold their adjunct appointment.

- Adjunct faculty should be appointed by the Chair of the School with the advice of the tenured and tenure-track faculty of the School.

- Adjunct appointments are term appointments and should be reviewed by the School at least every three years.

- Adjunct faculty have the same ability to use School facilities and to advise graduate students as do all academic faculty appointed in the School.

- Scholarly duties, assignment of space, and participation of adjunct faculty in School governance are at the discretion of the Chair of the School.

- Each School should provide the Dean’s office with a list of current Adjunct Faculty members by January 31 of each year to assure proper listing in the Georgia Tech General Catalog.
MILESTONE 2: MASTER'S THESIS

Each student entering the School of Psychology without having previously completed a Masters thesis will be required to complete one while in residence at Georgia Tech. Thesis research must fulfill both program and Institute requirements.

Prerequisites

Work on the thesis may begin at any time during the first two years of residency in the School of Psychology. However, all course requirements for the Masters degree must be satisfied before the student is eligible for the oral defense of the thesis. In addition, the student’s transcript must show 32 total hours of credit.

Sequence

Thesis research should proceed in the following sequence:

1. Research topic selection: The student, together with his/her Advisor, should choose a research topic. The student should then conduct a literature review of the topic area and prepare a written draft of the master’s proposal. This draft generally also includes a preliminary experimental methodology and design.

2. Forming the committee: The student, together with his/her Advisor, will select members for a thesis committee. This committee will normally be made up of three faculty members from the School of Psychology (i.e., tenured or tenure-track faculty) or two members from Psychology and a third member from another School within the Institute or a scientific scholar not affiliated with Georgia Tech. Members not affiliated with Georgia Tech require a vote of approval from two-thirds of the tenure-track faculty of the student’s major area. To request approval of an outside member, the student contacts the Area Coordinator of the related graduate area, and provides the Coordinator with a biosketch of the putative member, as well as a brief explanation of the reason for inclusion of this person on the committee.

   For Engineering Psychology, the committee chair must be Engineering Psychology Program faculty.

   Final approval of the committees rests with the School Chair or the Chair’s representative.

3. Proposing the MS thesis: The student will make a public oral presentation of the proposal to the thesis committee and other interested students and faculty. This presentation is technically intended for the thesis committee; however, other faculty input is encouraged to help the student recognize possible difficulties in her/his research plan prior to conducting the research. A copy of the final proposal should be submitted to each committee member and to the Psychology office at the latest two weeks prior to the scheduled proposal meeting. An electronic copy of the abstract should also be submitted to the Psychology office for distribution to the entire faculty two weeks before the proposal.
MILESTONE 3: PRELIMINARY EXAMS

General Requirements

In order to complete a Ph.D., students must pass a set of doctoral preliminary exams (prelims). These exams are designed to measure the student's understanding of an area. These exams vary in nature and format by the program, which are outlined below for each area.

In order to take prelims, a student must have completed a Master's degree, must have completed the core curriculum, and must have obtained the approval of his/her prelims committee. It is not necessary to have completed a minor in order to take preliminary exams. With the approval of their Advisor, students may enroll in prelim hours while preparing for these exams. These hours are Pass/Fail and count as part of the 12 hours needed to qualify as a full-time student and be considered as a GRA/GTA.

Committee

The committee will be composed of at least five members. The Chair of the committee (typically the student's Advisor) and two additional members of the committee must be tenure-track faculty from the School of Psychology. Other members of the committee may include adjunct faculty of the School, regular faculty from other units of Georgia Tech, or scholars from other institutions.

For Engineering Psychology, the committee chair plus at least one other committee member must be Engineering Psychology Program faculty.

Members not affiliated with Georgia Tech require a vote of approval from two-thirds of the tenure-track faculty of the student's major area. To request approval of an outside member, the student contacts the Area Coordinator of the relevant graduate area, and provides the Coordinator with a biosketch of the putative member, as well as a brief explanation of the reason for inclusion of this person on the committee. The biosketch and the text detailing the contribution of the outside member to the prelims/dissertation will be attached to the Preliminary Examination Approval Form that is signed after the proposal meeting.

Approvals of the composition of the preliminary committee must occur before any meeting of the committee. The student must complete a Preliminary Examination approval form; this must be signed by the Area Coordinator, the Graduate Coordinator, and the School Chair or her/his representative. The signed approval forms must be kept in the student's file in the main Psychology office.

Area-specific requirements: Cognitive Aging and Cognition and Brain Science Programs

Immediately after the committee has been established, a meeting must be held with the committee members (individually or in group) to discuss the format, appropriate areas of study and suggested readings. The student should be prepared to provide extensive input concerning topic areas and readings.
MILESTONE 4: DOCTORAL DISSERTATION

Dissertation research activity should proceed in the same sequence as outlined for the Master's thesis.

For the dissertation, however, committee membership must consist of five faculty members, with at least one faculty member outside of the School of Psychology and three regular faculty members of the School of Psychology. The area must approve members that are not faculty of Georgia Tech.

Members not affiliated with Georgia Tech require a vote of approval from two-thirds of the tenure-track faculty of the student's major area. To request approval of an outside member, the student contacts the Area Coordinator of the relevant graduate Area, and provides the Coordinator with a biosketch of the putative member, as well as a brief explanation of the reason for inclusion of this person on the committee. The biosketch and the text detailing the contribution of the outside member to the prelims/dissertation will be attached to the "Admission to Candidacy" form that is signed after the proposal meeting.

Approvals of the composition of the dissertation committee must occur before any meeting of these committees. The student must complete a Dissertation Committee approval form which must be signed by the Area Coordinator, the Graduate Coordinator, and the School Chair or representative. The signed approval forms must be kept in the student's file in the main Psychology office.

The dissertation research cannot be initiated until the student has passed his/her preliminary examination. The same procedures for the distribution of the proposal and the final copy of the dissertation should be followed.

Students have seven years from the end of the term in which they successfully pass their preliminary examinations to graduate (i.e., having successfully defended their dissertation research).

Georgia Tech has specific formatting requirements for the dissertation. The manual and templates can be accessed through http://www.gradmiss.gatech.edu/thesis.php.
ACADEMIC ADVISING

Each first-year student will be assigned to an academic Advisor. Assignments will be made before a student arrives at Georgia Tech or as soon as possible after a student’s arrival. The academic Advisor is the Psychology faculty member who will serve to provide guidance in academic and related areas during a graduate student’s academic career at Georgia Tech. The academic Advisor is often also the student’s research Advisor (and may later act as Chair of the student’s Master’s or Ph.D. Committee), however this is not always the case. Each student must have an academic Advisor throughout his or her tenure in the program. An academic Advisor is required for admittance into the Ph.D. program.

Function

The academic Advisor’s function is to determine how to meet the goals and needs of the individual student most effectively and to provide guidance on graduate study, including:
1. course work
2. choice and structure of minor area
3. internships and other professional activities
4. resolution of problems with coursework as the student progresses through the program.

The academic Advisor must sign the student’s pre-registration card prior to registration each semester. Finally, because they will be acquainted with the student’s interests, goals, coursework and research, the academic Advisor will play a part in the year-end evaluation of the student and will receive the student’s annual report.

Meetings

After the Advisor has been assigned, the student should request a meeting with his or her Advisor. It is the responsibility of the student to initiate meeting with the Advisor. During this meeting the student and Advisor should begin to plan the first year project. Near the end of first semester students should arrange a meeting with their Advisor to talk about the results of the first semester’s first year project and outline the plan for the spring semester. Prior to the end of the year evaluation deadline, the student should arrange a meeting with his or her Advisor in order to review the student’s progress. After the end of the year evaluations are completed by the faculty, each student should arrange a meeting with his or her Advisor to discuss the results of the evaluation.

Changing Advisors

Any graduate student can change his or her research Advisor at any time and for any reason. Because successful completion of any graduate program requires a good working relationship between the student and faculty mentor, together with a match of interests, it is important that each graduate student be matched correctly with a research Advisor. The student must realize that changing Advisors should be done in a timely fashion because of research requirements. Changes can be made by first gaining approval for the transition.