

**Department of Health & Human Performance Graduate Research Degrees (GRD)  
Committee Standard Operating Procedures**

*(December 12, 2022)*

**PURPOSE**

This document describes the Standard Operating Procedures (SOP) used by the Graduate Research Degrees (GRD) Committee of the University of Houston (UH) Department of Health & Human Performance (HHP). The GRD committee will review these SOP annually but may modify them at any time by a majority vote of its members. This document is available on the HHP website.

**AUTHORITY**

The GRD committee was established and is authorized by the HHP Constitution. Should any policy or procedural conflict arise between this SOP and current written UH or college policies and procedure, the respective UH or college documents will take precedence.

**FULL COMMITTEE RESPONSIBILITIES**

The full GRD committee comprises all approved HHP faculty members meeting the eligibility requirements listed below (see Full Committee Membership). The full GRD committee is responsible for administering all research M.S. and Ph.D. degrees offered by the HHP department. To that end, the full GRD committee and its members will:

1. Hold at minimum 2 full committee meetings attended by 50% of members with voting privileges.
2. Review and evaluate the objectives of the graduate research degree program and provide recommendations to the department chair regarding resources and activities required to achieve the objectives.
3. Provide recommendations for the creation or discontinuation of degrees within the program.
4. Report on the success of the program to the college and university.
5. Set admission standards for those degrees.
6. Review completed applications and accept or reject applicants for admission to those degree programs.
7. Set the requirements for achieving those degrees.
8. Review and recommend changes in the curriculum to the CLASS Graduate Affairs Committee.
9. Review student progress toward degree completion and determine courses of action.
10. Review applications and make recommendations for adjunct faculty status to the department Chair when the adjunct duties are related to delivering teaching, research, or other aspects of those degrees.

**FULL COMMITTEE MEMBERSHIP**

Any faculty member meeting the eligibility requirements listed below may apply to become a member of the full GRD committee. To apply, faculty will submit a current curriculum vitae (CV) listing all refereed journal articles, grant proposal submissions, and external research presentations, a list of graduate courses taught, as well as a list of graduate students for whom they serve as primary advisor. These applications will be reviewed by the subcommittee of the GRD. Membership will be reviewed annually. One domestic doctoral-level graduate student and one international doctoral-level graduate student who both meet the eligibility requirement will also serve on the GRD as non-voting members.

***New Member Eligibility Requirements***

To become a new member of the GRD committee, a faculty member must:

1. Hold a tenured or tenure-track faculty appointment with voting privileges in HHP.

2. Submit a full C.V. and brief letter of intent to become a voting member.
3. Demonstrate evidence of active involvement in one or more of the degree programs administered by the GRD committee.
4. State an intent to recruit and actively mentor doctoral research students.
5. Demonstrate evidence of an ongoing, focused research agenda through recently (within past two years) published refereed journal articles, grant proposal submissions, or external research presentations.
6. Demonstrate previous mentoring experience. New voting GRD members will be mentored by a Continuing voting GRD Member during their first two years of mentoring a graduate student in HHP. The selected Continuing voting GRD member for this role will have more than two years of experience in advising graduate students, be in the same research area as the applicant, and be noted in the applicant's letter of intent. During this time, the mentor will be on all committees of the new member's students (candidacy, etc.) and participate in the student's annual review.

### ***Continuing Member Eligibility Requirements***

To maintain continued membership on the GRD committee, a current member must meet all the new member eligibility requirements:

1. Have been an active primary advisor to at least one graduate student in a degree program administered by the GRD committee in the previous review cycle or have demonstrated involvement on the GRD in the past year, confirmed by the GRD subcommittee.
2. Have attended at minimum one of the full scheduled GRD committee meetings in the preceding academic year (or since becoming a member in the preceding year), unless a period of formal leave from the university has been granted.

### ***Review Process***

**New member applicants** may submit their supporting materials to the GRD committee Chair at any time. The Chair and subcommittee will review the evidence submitted within one month and present the results to the full GRD committee at its next regularly scheduled meeting. A majority of the committee membership must approve the application for membership to be granted. Membership begins immediately following approval of the application.

**Continuing members** must submit their supporting materials to the GRD committee Chair by the first of September each year. The Chair or the subcommittee, will review the evidence submitted and present the results to the full GRD committee no later than its October meeting. No GRD committee Chair or subcommittee member may review her/his own evidence. Instead, the Vice Chair of the GRD committee will review the GRD committee Chair's evidence, and members of the subcommittee must recuse themselves from participating in any review of their personal evidence. No vote is required to retain membership for those meeting the eligibility requirements. However, should a continuing member fail to satisfy all of the eligibility requirements, a majority vote of the full GRD committee membership is required to either remove that member from the full GRD committee or to allow continued membership, which may include a probationary status and action plan. Any member removed from the full GRD committee as a result of the annual review will be allowed to continue chairing any graduate committees that were approved prior to removal. The rights and responsibilities associated with full GRD membership as they pertain to chairing a dissertation/thesis committee will continue for this individual until the particular student has graduated. Any former GRD committee member may reapply as a new member if, and when, they meet the eligibility requirements.

### **Committee Chair**

Any member of the full GRD committee having at least two years of experience as a member of the full GRD committee is eligible to run for GRD committee Chair. The Chair serves for a two-year term, being elected following open nominations from the floor at the September meeting. The candidate receiving the

largest number of votes from those present at that meeting becomes the new Chair. In the event a Chair leaves, the Vice Chair will serve the remainder of the term as Chair. The Vice Chair will also chair any GRD meeting which the Chair is unable to attend.

### **Vice Chair**

Any member of the GRD subcommittee having at least two years of experience as a member of the full GRD committee is eligible to run for GRD Vice Chair. The Vice Chair serves for a two-year term, being elected following open nominations from the floor at the September meeting of election years. The candidate receiving the largest number of votes from those present at that meeting becomes the new Vice Chair. In the event a Chair leaves and the Vice Chair becomes Chair, the committee will nominate and vote on a replacement Vice Chair to serve the remainder of the term.

### **GRD Student Representatives**

The role of the GRD committee student representatives will be to organize monthly meetings with the graduate students and report student issues to the GRD committee. The student representatives will be non-voting members and, at the discretion of the GRD committee chair, may be excused from committee meetings when certain agenda items are being discussed. The student representatives shall be appointed for one-year terms coinciding with the academic year.

Eligible, full-time graduate students in HHP will be nominated by their peers or through self-nomination to serve on the GRD committee. To be eligible, the graduate student must be in good standing and have been enrolled in the degree for at least 9 months. The students will hold an election and a majority of the ballots cast must be received for the nominee to be elected. A quorum for the GRD committee student representative election must include a minimum of 50% of the full-time graduate students in HHP.

### **Department Chair &/or Dean**

The Department Chair and/or Dean may serve as an ex officio member of the GRD during their term as Department Chair. As ex officio member, they may but are not required to attend meetings, they may serve on graduate student committees and act as primary advisor to graduate students in the program, and they may participate in committee votes with the exception of items which may rise to grievances (e.g. not vote on student issues).

### **SUBCOMMITTEE**

To facilitate the work of the GRD committee, a subcommittee has been established. Service on the subcommittee will consist of 2-year terms, with the exception of the initial subcommittee (2021-2022). In the initial subcommittee, 2 members (those from CNBR & Sports Administration) will serve on the committee for 2 years and 2 members (from LIP & Community Health) will serve on the committee for 3 years. The subcommittee will consist of one member from each of the 4 emphasis areas and the GRD chair. Subcommittee members must be full GRD committee members. Subcommittee members will be selected by acceptance of nomination by peers and majority consensus within each emphasis area. The subcommittee may meet face to face or electronically as needed to accomplish their work in a timely fashion with a minimum of one monthly meeting. In the event subcommittee member is unable to attend a meeting, they will send a proxy from their area to represent the area in the subcommittee. The proxy must be a GRD member with voting rights. If a subcommittee member is unable to complete their term, a special election to replace the rep to serve for the remainder of the term will occur before the next subcommittee meeting.

Monthly meeting minutes will be provided to the full GRD for review within 5 working days of the GRD subcommittee meeting within the GRD Teams folder. The subcommittee will be responsible for the items below:

1. **GRD Membership:** The subcommittee reviews the evidence of eligibility provided by all continuing committee members at the beginning of each academic year and by applicants for new member status as they are received. The subcommittee will provide membership recommendations to the full GRD.
2. **Student Petitions:** The subcommittee works to review student petitions as they are received throughout the year. The subcommittee will approve or disapprove student petitions based on a majority vote of the subcommittee.
3. **Independent Study Review:** The subcommittee works with individual faculty members to develop Independent Study courses that meet or exceed minimum HHP graduate course criteria. The subcommittee also reviews syllabi for Independent Study courses before students enroll.
  - a. Minimum HHP Graduate Course Criteria:
    - i. Syllabus provided to the student upon the first week of class
    - ii. Syllabus outlines the following information:
      1. Instructor contact information
      2. Course description (general content and activities)
      3. Learning objectives (knowledge or skills to be acquired)
      4. Course prerequisites
      5. Required learning resources
      6. Optional learning resources
      7. Evaluation plan (how learning objectives will be evaluated and weight of each assessment method)
      8. General timeline
  - b. The workload is such that the average student could satisfactorily achieve all learning objectives with the given learning resources in 6-10 hours per week for a 15-week semester.
4. **Dissertation Committee Approval**
5. **Comprehensive Exam Committee Approval**
6. **GTF Ranking:** The subcommittee will provide a recommended ranking of the current and prospective students based on the GTF ranking criteria provided in this document to the full GRD committee. The full GRD committee will vote to approve the ranking.
7. **TA Ranking:** The subcommittee will provide a recommended ranking of the current and prospective students based on the TA ranking criteria provided in this document to the full GRD committee. The full GRD committee will vote to approve the ranking.
8. **Standard Operating Procedures, Graduate Student Handbook, and Website Review**

## COMMITTEE VOTING PROCEDURES

### *Full Committee Voting Procedures*

Votes will be conducted either during GRD Committee meetings or electronically. No business may be conducted, and no votes may be held unless a quorum (50% of active members) is present in the meeting or casts a vote through the online voting site.

Notification of online voting will be sent to all members at the same time by email and closing time will be stated in the email announcing the electronic vote. All non-electronic GRD committee votes except those regarding membership are decided by the number of votes cast by the members of the GRD committee present at time of voting. Items are passed with a simple majority of the total voting members. Votes regarding committee membership require a majority of the entire membership to pass. Votes will be done anonymously; however, GRD members may choose to make their identities known in the comment/discussion section of the online voting site.

### *Subcommittee Voting Procedures*

Votes will be conducted either during GRD subcommittee meetings or electronically. No business may be conducted, and no votes may be held unless 3 out of the 4 members of the subcommittee are present in the meeting or casts a vote through the online voting site. Notification of online voting will be sent to all members at the same time by email and closing time will be stated in the email announcing the electronic vote. Items are passed with a simple majority of the total voting members present of the subcommittee. The GRD Chair will only cast a vote in the event of a tie among subcommittee members.

## **ADMINISTRATION OF GRADUATE DEGREES**

### ***Admissions***

Admission to any of the HHP graduate research programs is based on review of an appropriate series of success indicators, including undergraduate courses and degree plan, GPA, GRE scores, TOEFL/IELTS/Duolingo scores, statement of research interests/goals, writing sample, letters of recommendation, and a curriculum vitae or resume. Applicants must also secure a commitment from a member of the full GRD committee to serve as the applicant’s primary advisor prior to formal approval for admission. If the primary advisor has been a member of the GRD for less than two years, the primary advisor will also be mentored by a continuing member of the GRD during their first two years of advising. The GRD committee will admit a student to one of the HHP graduate research programs only after a thorough review of the application materials and a vote in support of acceptance.

### ***Procedures***

1. The primary faculty advisor will provide commentary on the student application packet for those applicants they have agreed to mentor as a primary faculty advisor.
2. All GRD members of the emphasis area will provide commentary on the student application packets within their emphasis area.
3. The application will undergo a full GRD vote electronically.

***Admission decisions*** will be based on the following guidelines:

<b>Application Component</b>	<b>Preferred scores/qualities*</b>
GRE	V 155, Q 155, W 3.5
Transcripts	GPA 3.5+ & adequate grades in relevant classes
Academic writing sample	Evidence of scientific writing ability
Interview with one or more faculty	Establish “good fit” with potential academic advisors Evidence of oral communication skills
Personal Statement	Evidence of “good fit” with program and potential advisors Provides context for other application components
3 letters of recommendation	Evidence of ability to work with others Provides context for other application components Validates conclusions drawn from other application components
TOEFL when applicable	80+
REQUIRED Pre-Requisites	1. Baccalaureate degree
<b>PREFERRED*</b> Pre-prerequisites	1. MS degree OR, 2. 12 credits with grade of B or higher from research, statistics and/or sciences courses, OR 3. Evidence of research experience

### ***Funding Waitlist***

In the event of students who are accepted into the program but without funding, a waitlist will be created such that student funding will be offered to the waitlisted students (by order of GRD ranking) should other prospective students reject their offers.

### ***General Petitions***

General petitions may be submitted by students in HHP graduate research programs to request changes in program requirements, changes in advisor, transfers into different programs, leaves of absence, and other program-related issues. These petitions must be signed by the advisor and will be forwarded to the Chair of the GRD and the subcommittee. The Chair and subcommittee, will review the petition, consult with the student's advisor, and vote on approval or disapproval of the petition.

### ***Candidacy Paper Requirements***

Each doctoral student is required to complete a candidacy paper, which is a scientific article based on a study designed and carried out by the student while enrolled in the doctoral program under the guidance of a member of the GRD committee. The article will be submitted to a peer-reviewed journal following recommendation of the candidacy paper committee. The student's advisor will be responsible for identifying two or more independent readers for the student's candidacy paper committee. Readers need not be members of the GRD, but non-members must be approved by vote of the subcommittee. Fulfillment of candidacy paper requirement consists of providing evidence of the manuscript's submission to a peer-reviewed journal and that the student has first authorship. This evidence will be submitted to the GRD by the student's advisor.

Completion of the candidacy project is expected by the end of the spring semester of year 3 for Ph.D. students.

### ***Doctoral Comprehensive Examinations***

A student is eligible to sit for comprehensive examinations after the candidacy paper has been submitted and at least 36 hours of coursework including all of the core courses have been completed. Each doctoral student is required to pass a comprehensive examination, which is a written exam representing the knowledge and skills in their area of specialization and practical knowledge as an independent researcher. A student's advisor will be responsible for the process of collecting questions from each faculty member tasked with writing comprehensive examination questions, collecting the graded examination, compiling the final grade for the examination and communicating this grade to the GRD. The GRD subcommittee (based on the information supplied by the advisor) will have final authority to recommend a PASS or FAIL grade on the exam.

A student's advisor is responsible for identifying faculty members to assist him or her in writing the student's comprehensive exam questions. Those faculty members who contribute questions must also serve as readers for those questions. Faculty members may serve as reader for more than one question for each examination and need not be members of the GRD committee. Non-members must be approved by vote of the GRD subcommittee prior to the exams. It is the responsibility of the advisor to request approval from the subcommittee. To ensure the examination tests both broad and specific content at a level appropriate to the student's degree and career focus, at least four approved faculty members including the advisor should participate in this process.

Doctoral comprehensive exams are administered via computer within the physical location of HHP unless otherwise requested by petition and approved by the GRD subcommittee.

Each student's academic advisor is responsible for proctoring their doctoral comprehensive exam, although an advisor may make alternate arrangements with other HHP faculty members to serve as proctor.

The comprehensive examination will consist of three sections: Content, Statistics/Methods, and Grantsmanship. The Content and Statistics/Methods sections will be live proctored sections lasting 3 hours each. The Grantsmanship section is to be completed over a 4-week period (28 calendar days) either

prior to or after the completion of the Content and Statistics/Methods sections. While students may inquire to readers about general topics to be covered during the comprehensive examination, readers or other faculty members are not to provide students with verbatim or near verbatim prompts.

PASS/FAIL decisions on all comprehensive exams are ultimately the decision of the GRD subcommittee, who will vote on the issue once a grade has been communicated to the GRD subcommittee by the student's advisor. Readers may request an oral examination as a follow-up to written submissions, in the event of a close PASS/FAIL decision. PASS/FAIL decisions should be rendered by faculty after any oral examinations occur. Once the GRD subcommittee has reviewed and accepted the results of the comprehensive exam, the Chair of the GRD committee will formally notify the student of the outcome on department letterhead. The student's advisor is authorized to informally notify the student of the outcome following the GRD subcommittee vote.

Should a student receive a rating of "FAIL" on one or more sections during their first attempt, the HHP faculty mentor is expected to work with the student to remediate the deficiencies noted by the readers. The student must retake the failed exam sections. The advisor must submit a remediation plan for failed comprehensive exam sections for approval by the GRD subcommittee. The contents of this plan are the responsibility of the advisor. Once approved, the advisor must document that the student has reviewed and understood the remedial course of action.

Ph.D. students are expected to take their comprehensive examination within 1 calendar year of candidacy project completion. Students who receive a "PASS" rating on all sections have successfully completed this requirement.

#### ***Graduate Student Thesis/Dissertation Committee***

Doctoral students are eligible to form a dissertation committee and enroll in dissertation hours after passing the comprehensive examination; MS students are eligible to form a thesis committee after completing their core coursework in the degree. A student's advisor is responsible for identifying thesis/dissertation committee members for their student. The advisor must submit the list of proposed thesis/dissertation committee members to the GRD subcommittee. CVs are required from external committee members for review by the GRD subcommittee. The thesis/dissertation committee must be approved by GRD subcommittee vote prior to engaging in mentoring/advising activities.

Once a thesis/dissertation committee has been formed and approved, the student must prepare and orally defend a thesis/dissertation proposal. The title, abstract, location, time and date of the proposal defense must be announced to all HHP faculty members via electronic memorandum at least 10 working days prior to the proposal defense. The student is required to provide a complete copy of the dissertation proposal to committee members at least 10 working days prior to the proposal defense. Upon successful completion of the proposal defense, the student may begin carrying out the thesis/dissertation project.

Once the student completes the thesis/dissertation project, the student is responsible for preparing a thesis/dissertation document for approval by the thesis/dissertation committee and defending their thesis/dissertation in a public forum. Students are required to provide a complete copy of the thesis/dissertation to the thesis/dissertation committee 10 working days prior to the thesis/dissertation defense. The title, abstract, location, time and date of the defense must be announced to all HHP faculty members and the public via memorandum at least 10 working days prior to the defense. Upon successful completion of the thesis/dissertation defense, the student must complete any final corrections to the document, obtain signatures (digital signatures permitted) of all committee members and submit the requisite digital copies to the College.

#### ***Graduate Student Annual Review and Progress Reports***

All GRD committee members are responsible for carrying out an annual review on each of their graduate students in order to assess and report the progress of each student toward completion of their degree. This process will be completed annually at the end of every spring semester. The culmination of this review will be a report presented to the GRD committee that details the classes (including core degree requirements) the student has completed/enrolled in, research projects in which the student has been involved, student-authored publications or presentations, where the student is in the degree progress (i.e., candidacy paper, advancement to candidacy, degree plan filed, comprehensive exams, dissertation proposal, etc.), advisor's assessment of the student's achievements and rate of progress toward the degree to date, and feedback from the student on their perception of their own progress towards completion of their degree.

Upon completion of the annual review process a student will be placed in one of four categories: (a) adequate progress towards the degree; (b) adequate progress with warning (c) probation; (d) dismissal. The advisor will be responsible for determining whether the student is making adequate progress toward completion of their degree. If an advisor deems that a student should be placed in either probationary status or dismissed from the graduate program, then the advisor will provide a rationale to the GRD committee for their decision, including those steps deemed necessary by the advisor to have a student removed from probationary status and returned to good standing within the graduate program.

### ***Graduate Student Advisor Change***

A student wishing to transfer advisors within the graduate program must submit a General Petition for "change of advisor" to the GRD subcommittee for approval.

### ***Justin Dart Jr., Student Accessibility Center Accommodations***

Accommodations in traditional coursework will function in a manner consistent with undergraduate accommodations. Students will make accommodation requests through the Student Accessibility Center (SAC). Faculty will make efforts to fully accommodate these requests and if they are unsure, they may reach out to the HHP faculty liaison (FL) on accommodation and the SAC. Consistent with SAC guidelines, a student must receive recognition from the SAC and provide documentation to the faculty member. Only assignments and tasks that take place after documentation is provided are eligible for accommodation.

Students requesting accommodations that relate to program milestones or lab expectations should communicate with the FL who will establish a dialogue between the SAC, the student, and the supervising faculty. Examples of this would be accommodations related to a student's candidacy paper, dissertation, comprehensive exam, or lab and research productivity. Because these are not courses in the traditional sense but are part of a student's progress in the program, additional reflection, planning, and implementation may be needed. Only assignments and tasks that take place after documentation is provided are eligible for accommodation.

If accommodations are requested with respect to employment related responsibilities (i.e., TA, TF, or RA positions) these accommodations will likely be managed through the Office of Civil Rights (OCR). If there is overlap such as a student who is working as a RA and conducting research on their candidacy paper occurs, the student may choose to utilize the FL, OCR, or both.

### **STUDENT PROBATION AND DISMISSAL**

A student may be dismissed from the HHP graduate research program at any time if the rate of progress or academic performance is not satisfactory or if a student is found to be in violation of academic integrity. A satisfactory rate of progress toward completion of degree requirements is required throughout the student's enrollment (see recommended milestone completion of departmental requirements above).

Students earning two grades of “C” or lower during graduate training will be dismissed automatically from the program.

Dismissal procedures may also be initiated by programs if a student’s competence is substandard in any one of the following areas: teaching, research, ethical conduct, or student code of conduct. The GRD may initiate dismissal proceedings based on the egregiousness of the deficiency or student misconduct or the student’s failure to complete appropriate remedial measures in a timely manner (in the event that a probation plan was developed to address student deficiencies). GRD faculty must document these issues in writing (including any supporting documentation) and provide rationale for potential dismissal to the GRD subcommittee before any other actions may be taken.

Students must be placed on probation for a minimum of one semester prior to dismissal, unless superseding conditions are met (e.g., more than 2 “C” grades, academic dishonesty, etc.). As the GRD committee is ultimately responsible for all student admissions to all research M.S. and Ph.D. degrees offered by the HHP, the final decision on a student’s status within the program will be the subject of a committee discussion and vote.

*Regarding Candidacy Project Progress:* Students not meeting the candidacy project milestone may be placed on a 1 semester probation plan during their annual review to address this issue. Students may be dismissed if the candidacy project is not completed by the end of the probation plan. Students who are making slow progress on their candidacy project at the end of year 2 may be provided with a warning rating on their annual review.

*Regarding Comprehensive Exam Failure:* If a student fails to complete the remedial plan within its specified time frame or fails the second attempt at the comprehensive examination, the student will be dismissed from the doctoral program.

### ***Academic Honesty***

The GRD chair will be notified in writing of academic integrity cases involving graduate students in any of the HHP graduate research programs. Matters related to academic integrity will generally follow the University of Houston Academic Honesty Policy, as found at <https://uh.edu/provost/policies-resources/honesty/> with one major exception. Academic integrity cases involving Ph.D. students will result in a mandatory academic integrity hearing. The GRD chair will attend and witness the academic integrity hearing. The departmental academic integrity officer will decide on the student sanction and may consult the GRD chair on an as needed basis with respect to student sanction. The result of any academic integrity case will be recorded in the student’s departmental records.

### **GRADUATE TUITION FELLOWSHIP (GTF) PRIORITIZATION AND ALLOCATION**

The prioritization system: (i) provides HHP doctoral students with the best research experience possible; (ii) supports assistant professors; (iii) provides incentives for faculty with students hired/working on externally funded projects; and (iv) motivates tenured faculty to obtain external research grants to support their work.

#### ***Prioritization System***

The following prioritization system will be used to determine GTF support to doctoral students in HHP\*:

1. Students with a stipend provided by an externally-funded research project with a job code RA/TE (research assistant-tuition eligible)
2. The first choice student of an Assistant Professor (regardless of GRD voting status)
3. Students working on externally funded projects<sup>a</sup>:
  - a. Research Assistants with salary support but incomplete tuition support

- i. Students subsequently prioritized based on percentage of salary supported (e.g., salary support for only one semester)
  - b. Students working on an externally funded project that does not provide student salary support<sup>b</sup>
4. Students who have received HHP guaranteed TA positions in their admissions process (for the duration of time indicated in their offer letter).
5. Student progress and performance in the Program<sup>c</sup>. In the event of a tie, priority will be given in the following order:
  - a. The second choice student of an Assistant Professor
    - i. Mentorship record of the Assistant Professor
  - b. Lab area with the fewest doctoral students per faculty. Students of tenured faculty
    - i. Mentorship record of the tenured faculty member
6. The second choice student of an Assistant Professor
  - a. Student seniority/performance
  - b. Mentorship record of the Assistant Professor
7. Lab area with the fewest GTF-supported doctoral students per faculty
8. Students of tenured faculty who do not qualify under any of the above criteria, prioritized by lab area with the fewest doctoral students per faculty.

<sup>a</sup>Priority will be given to the following funding sources in all categories:

1. Federal research grants to HHP or to UH
2. Non-federal research grants to HHP or to UH with full IDC
3. Non-federal research grants to HHP or to UH with partial IDC
4. Non-federal research grants to HHP or to UH with no IDC
5. Non-UH employment that provides student salary support to participate in research experiences related to the student's degree program and content area, excluding full-time employment and employment for non-research activities (e.g., personal trainer at a fitness center, providing clinical services with no component of research as part of the job duties)

<sup>b</sup>The externally funded project should produce the data required for the student's candidacy paper, dissertation or other research output (i.e., peer-reviewed scientific article, abstract for professional meeting) in which the student is identified as the lead contributor. Technical assistance alone with no contribution to the study design, data analysis or interpretation does not qualify.

<sup>c</sup>Based on GPA, completion of milestones relative to peers, research output

\*Rank will be defined by the rank projected for the upcoming academic year.

Exclusion of students in GTF ranking:

1. Students who have timed out (beyond year 6 of support)
2. Students "on probation"

### **Ancillary Functions of the GRD Committee**

#### ***Recommend Adjunct Faculty***

The GRD committee may recommend to the Chair of the Department certain individuals for Adjunct Faculty status in the Department. These individuals will play a significant role in graduate research and education within HHP, such as serving as dissertation/thesis committee members, serving as Readers on candidacy papers and doctoral comprehensive examinations or expanding the research opportunities available for our graduate students. However, Adjunct Faculty cannot serve as chairs of dissertation/thesis committees, doctoral comprehensive exams, or candidacy projects.