

FACULTY DESIGNATION AS A RESEARCH MENTOR

THIS PROCEDURE DESCRIBES THE CRITERIA AND PROCESS FOR STUDENT RESEARCH MENTORING ACTIVITIES IN THE MS AND PHD PROGRAMS OF THE SCHOOL OF PUBLIC HEALTH AT THE UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER.

1. Three levels of graduate student mentoring activities can be assigned to SPH faculty. Level 1 can be assigned to HSC faculty. These levels may or may not be included in faculty annual expectations memos.
 1. Level 1: Can serve as dissertation committee members.
 2. Level 2: Can serve as dissertation committee members and/or as master's discovery paper advisor.
 3. Level 3: Can serve as dissertation committee member, master's discovery paper advisor and/or as PhD advisor or Chair of doctoral dissertations.
2. General criteria are listed below and are depicted in the chart on page 3. A doctoral degree and a demonstrated expertise/impact on the field (Epidemiology or Health Behavior Research) appropriate to the level needed for the allowable activity. For Levels 2 and 3, faculty must have a full-time SPH appointment.
 - a. Time since conferral of doctoral degree/time as a faculty member
 - i. Level 1: Time since conferral of doctoral degree/time as faculty member not required.
 - ii. Level 2: Time since conferral of doctoral degree/time as faculty member not required.
 - iii. Level 3: At least one year as Assistant Professor required.
 - b. Extramural research funding
 - i. Level 1: A history of extramural research funding not required.
 - ii. Level 2: A history of extramural research funding not required.
 - iii. Level 3: A history of extramural research and current engagement in funded extramural research required.
 - c. Publications
 - i. Level 1: A history of peer-reviewed publications not required.
 - ii. Level 2: A history of peer-reviewed publications required.
 - iii. Level 3: A history of peer-reviewed publications required.
 - d. Effort devoted to research (e.g., as verified by their Department Chair)
 - i. Level 1: Effort devoted to research not required.
 - ii. Level 2: Effort devoted to research required.
 - iii. Level 3: Effort devoted to research required.
 - e. Research mentoring experience (e.g., mentored student dissertations/theses, conference presentations, papers, grants)
 - i. Level 1: Research mentoring experience not required.
 - ii. Level 2: Research mentoring experience required.
 - iii. Level 3: Research mentoring experience required.
3. SPH faculty members interested in an allowable graduate student mentoring activity will submit a request to their Chair. HSC faculty members interested in allowable graduate student mentoring activities (Level 1) will submit the request to the Chair of the department in which mentoring activities would occur. All requests will include the Faculty Research Mentoring Activities form, which will indicate the requested activity

level of a faculty member, and will be accompanied by their current CV. The Chair will compile all requests and send the SPH P&T Chair by September 1, or when new faculty are hired. The SPH P&T Chair will convene a meeting to review qualifications and the committee will recommend a level of mentoring activity for each SPH faculty member. The designations will be determined by the SPH Dean. The designation will be in effect until the Chair or Dean request a reassignment (e.g., Level increase based on experience, Level decrease based on negative performance review).

UNTHSC Policy

6.002 Faculty Appointment, Reappointment and Probationary Period

1. Full-time Faculty. "Full-time Faculty" means faculty who devote their primary professional efforts (> 0.75 FTE) to the affairs of UNTHSC.
2. Part-time Faculty. "Part-time Faculty" means faculty who devote less than 0.75 FTE of their professional efforts to the affairs of UNTHSC.

School of Public Health

Allowable Student Research Mentoring Activities for Faculty

Faculty Research Designation

Level 1: Can serve as a PhD dissertation committee member.

Level 2: Can serve as a PhD dissertation committee member and director of MS discovery-based papers.

Level 3: Can serve as PhD dissertation committee member, director of MS discovery-based papers, and Chair PhD dissertations.

Faculty member holds an SPH
academic appointment

Level I activity allowed if:

- ◆ Less than one year of experience as Assistant Professor
- ◆ No history of research funding
- ◆ No history of peer-reviewed publications
- ◆ No SPH-assigned research responsibilities
- ◆ No student research mentoring experience

Level II activity allowed if:

- ◆ Less than one year of experience as Assistant Professor
- ◆ No history of research funding
- ◆ A history of peer-reviewed publications
- ◆ Has SPH-assigned research responsibilities
- ◆ Has student research mentoring experience

Level III activity allowed if:

- ◆ At least one year of experience as Assistant Professor
- ◆ History of research funding
- ◆ History of peer-reviewed publications
- ◆ Has SPH-assigned research responsibilities
- ◆ Has student research mentoring experience

DESIGNATION OF FACULTY CROSS APPOINTMENTS

THIS PROCEDURE DESCRIBES THE CRITERIA AND PROCESS FOR CROSS APPOINTMENTS FOR RESEARCH MENTORING ACTIVITIES IN THE SCHOOL OF PUBLIC HEALTH AT THE UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER.

SPH faculty can mentor at their designated Research Mentoring Activity Level for the department in which the cross appointment is requested. Criteria to determine cross appointments for SPH faculty are below.

1. Research Mentoring Activity of Level 2 or 3 in the department in which the cross appointment is requested.
2. SPH faculty currently mentoring students at Research Activity Level 2 or 3, prior to a cross appointment determination, may complete mentoring.

HSC faculty with primary academic appointments outside the SPH can mentor at Level 1 for the department in which the activity level is designated. No cross appointment is needed for Research Mentoring Activity Level 1.

SPH faculty members interested in a cross appointment will submit the request to the Chair of the department in which mentoring activities would occur. No requests for cross appointments can be made without having an approved Research Mentoring Activity Level. All requests will include a Cover Letter indicating their interest in obtaining a cross appointment and will be accompanied by their current CV. The Department Chair will compile all approved requests and send to the SPH P&T Chair by September 1, or as needed (i.e., new faculty hire, student mentoring changes). The SPH P&T Chair will convene a meeting to review qualifications and the committee will recommend a decision for the cross appointment. The designations will be determined by and communicated to the faculty member by the SPH Dean. The SPH Dean will submit all approved cross appointments to Faculty Affairs. The designation for SPH faculty will be in effect until the Chair or Dean requests to revoke the cross appointment. SPH Chairs will track cross appointments and any necessary reviews for their respective department.