

# **School of Marine Science and Policy**

## **Policy Statement Sa/1/09**

### **Format of Policy Statements**

(Supersedes A/1/73, A/1/85, A/3/07)

#### **1. Format**

Effective 1 October 2009, all policies of the School of Marine Science and Policy (SMSP) shall be published in the form of policy statements as described herein.

#### **2. Definitions**

Policies are defined as the general rules for governance of the School in its day-to-day administration.

#### **3. Initiation of Policy**

Policy statements for the SMSP may be initiated by (a) the faculty of the SMSP; (b) the Director of the SMSP; (c) the Dean of the College of Earth, Ocean, and Environment; or (d) the Deputy Dean. All policy statements shall be subject to review and recommendation by the faculty of the School or by the Directors Council on behalf of the faculty (see Policy Statement Sa/3/09). Policy statements shall become effective after adoption and promulgation by the Director of the School with consent of the Dean of the College.

#### **4. Classifications of Policy Statements**

Policy statements of the School of Marine Science and Policy shall be classified by subjects as follows:

**Sa** - Administration, including general policies applicable to the entire School.

**Sc** - Curriculum, including course content, standards, requirements, degrees, grades, programs, and such matters;

**Sf** - Faculty, including recruitment, appointment, promotion, tenure, workloads, compensation, and such matters;

**Sp** - Prizes, Awards, and Ceremonies;

**Ss** - Students, including admissions, qualifications, fellowships, assistantships, discipline, prizes, and such matters.

#### **5. Numbering of Policy Statements**

Each policy statement shall be numbered (a) by its subject; (b) by its chronological

sequence in the year; and (c) by the year of its promulgation. For example, this policy statement shall be numbered Sa/1/09 where *Sa* refers to school administration as contrasted with more general administration of the College. Each policy statement for the SMSP shall close with a brief legislative history, as illustrated at the end of this policy statement. The number format used in the legislative history is described in College Policy Statement A/1/09.

## **6. Distribution of Policy Statements**

The Policies and Procedures of the School of Marine Science and Policy shall be posted on the College web site.

### **Legislative History**

- System of college policy statements suggested in faculty meeting - 24 October 1972.
- Dean of College of Marine Studies (CMS) appointed Professor Gerard J. Mangone to draft policy statement system - 21 November 1972.
- Draft A/1/1973 circulated to Faculty - December/January 1973.
- Faculty recommended adoption of draft A/1/1973 - 6 February 1973.
- Dean of CMS adopted and promulgated A/1/1973 - 6 March 1973.
- College of Marine Studies Executive Committee reviewed all policy statements recommended retention as modified - 25 February 1985.
- Adopted and promulgated by Dean of CMS - 1 December 1985.
- Revised and approved by Academic Council of College of Marine and Earth Studies (CMES) – 30 June 2007.
- Promulgated by Dean of CMES – 23 August 2007.
- Revised and approved by the Directors Council of School of Marine Science and Policy (SMSP) – 19 September 2009.
- Approved by Dean of College of Earth, Ocean, and Environment—19 Sept 2009.
- Promulgated by Interim Director of SMSP – 20 September 2009.

# **School of Marine Science and Policy**

## **Policy Statement Sa/1/11 Support for Scientific Instrumentation**

The School of Marine Science and Policy (SMSP) strives to cultivate a collegial atmosphere in which research equipment and instrumentation are readily available and freely shared. However, given the limited financial resources available, the following specific conditions apply for financial support of instruments and equipment within SMSP:

1. Maintenance of shared instruments and equipment purchased with CMS/CMES/SMSP funds (e.g., DI water system, centrifuges, lyophilizer, autoclaves, teaching microscopes, etc.) falls under the aegis of the Assistant Director, and the operating and repair costs are the responsibility of the School.
2. For instruments or equipment purchased with CEOE or UD funds (e.g., UNIDEL, UDRF), or through Federal Instrumentation Grants, the SMSP may, with the approval of the SMSP Director, provide support for maintenance and repair on a case-by-case basis. A major consideration in such decisions is the number of researchers who utilize the piece of equipment in question.
3. For instruments with significant operating costs (CHN analyzer and Autoanalyzer), it is expected that user fees will cover these expenses. The Assistant Director will oversee expenses and user fees for such instrumentation.
4. The School does not normally subsidize operating costs, technician salary, repairs, or service contracts for equipment purchased by individual researchers on sponsored grants.
5. Any use of federal or state funds for acquisition of service contracts or preventative maintenance agreements must comply with relevant federal or state guidelines.

### **Legislative History**

- Drafted by Assistant Director of SMSP—1 April 2011.
- Discussed by Directors Council of SMSP—11 April 2011.
- Posted on Web for faculty comment—11 – 25 April 2011.
- Discussed by Directors Council of SMSP—9 May 2011.
- Revised by Assistant Director of SMSP—10 May 2011
- Approved by Directors Council of SMSP—13 May 2011
- Approved by Dean of CEOE—17 May 2011.
- Promulgated by Interim Director of SMSP—18 May 2011.

# **School of Marine Science and Policy**

## **Policy Statement Sa/2/10 Academic Program Management**

(Supersedes Policy Statements A/1/82, A/2/85, A/1/96, A/1/98, A/1/05, A/5/07)

### **1. Purpose**

The School of Marine Science and Policy (SMSP) consists of four academic programs that provide structure and definition to the overall educational program of the school. These programs are, Marine Policy; Marine Biosciences; Oceanography; and Physical Ocean Science and Engineering. Governance of these programs is specific to the SMSP and separate from the various departments within the College of Earth, Ocean, and Environment, which have their own management policies.

### **2. Associate Directors**

Each program is headed by an associate director who is appointed by the Director of the School after consultation with the faculty of that program and with consent of the Dean of the College. The term of appointment is normally four years, and may be extended at the discretion of the Director of the School after a satisfactory review.

The Associate Director is responsible to the Director of the School. The principal duties of the Associate Director are:

- a.** Communication and administration of academic policies and procedures of the School, College, and University.
- b.** Planning and implementation of the Program curriculum in consultation with Program faculty and subject to approval by the Director. Oversight of quality in content and instruction of Program courses.
- c.** Together with the Director of the School and the Dean, recruitment and professional development of Program faculty.
- d.** Development of Program budget requirements and administration of Program budget.
- e.** Management of student issues within the Program. These tasks are performed in conjunction with the Director.
  - Oversight of recruitment of new students into the Program.
  - Facilitation of progress toward degree of all students in the Program.

- Selection of recipient of the Program Fellowship.
- Approval of travel funds for students in the Program.

### **3. Faculty Membership**

Each faculty member in the School is appointed to one academic program to which that faculty member is primarily responsible. However, a faculty member may have an additional appointment in another program or department by agreement of the relevant Associate Director and School Director.

### **4. Periodic Review**

The academic programs will be reviewed by an external visiting panel on a regular basis per University policy.

### **Legislative History**

- Draft given by Associate Dean of College of Marine Studies (CMS) to Program Directors for review and comment - December 1981.
- Reviewed and revised by CMS Executive Committee on 4 January 1982.
- Draft A/1/82 circulated to Faculty - 10 February 1982.
- Faculty recommended adoption of draft A/1/82 - 23 February 1982.
- Dean of CMS adopted and promulgated A/1/82 - 3 March 1982.
- CMS Executive Committee reviewed and recommended retention after modification - 25 February 1985.
- Dean of CMS adopted and promulgated A/2/85 - 1 December 1985.
- Associate Dean of CMS suggested changes - 15 November 1995.
- Proposed changes discussed at CMS faculty meeting - 1 February 1996.
- Policy statement revised incorporating suggestions made at faculty meeting. Draft circulated to CMS Executive Committee - 14 February 1996.
- CMS Executive Committee approved revised Policy Statement - 25 March 1996.
- Revised Policy Statement A/1/96 sent to faculty for review and vote - 27 March 1996.
- Faculty approved Policy Statement A/1/96; Dean of CMS adopted and promulgated A/1/96 - 15 April 1996.
- Faculty approved Physical Ocean Science and Engineering Program implementation and policy statement revision at faculty meeting; Dean of CMS adopted and promulgated - 20 February 1998.
- Academic Council of CMS discussed changes – 20 January 2004.
- Revised and approved by Academic Council of CMS - 27 July 2004.
- Approved by Faculty – 7 February 2005.
- Promulgated by Interim Dean of CMS– 7 February 2005.
- Revised by Academic Council of CMES – 30 May 2007.
- Promulgated by Dean of CMES– 23 August 2007.
- Revised by Directors Council of School of Marine Science and Policy (SMSP) –

8 March 2010.

- Approved by Dean of College of Earth, Ocean, and Environment—31 May 2010.
- Promulgated by Interim Director of SMSP – 31 May 2010.

# School of Marine Science and Policy

## Policy Statement Sa/3/09

### Directors Council

#### 1. Purpose

The purpose of the Directors Council is to provide oversight and direction to the academic program of the School of Marine Science and Policy (SMSP).

#### 2. Membership

- Director of School of Marine Science and Policy
- Associate Director for Marine Biosciences
- Associate Director for Marine Policy
- Associate Director for Oceanography
- Associate Director for Physical Ocean Science and Engineering
- Student representative for SMSP activities on Lewes Campus of SMSP.
- Student representative for SMSP activities on Newark Campus of SMSP.

#### 3. Procedures

The Director is the chairperson of Directors Council. The Director and the four Associate Director are voting members of the Council. The Academic Coordinator and student representatives serve *ex-officio*. A quorum consists of a majority of the voting members of the Council. The Council meets monthly during the academic year at the discretion of the Director.

#### 4. Responsibilities

Directors Council oversees the academic program of the School including curriculum design, School policies and procedures, School-wide student awards, and other administrative or budgetary actions affecting the academic program. When requested by the Director, the Council also provides advice to the School Administration on all other matters affecting the School. The Council reports routinely the substance of its deliberations to the full faculty.

#### Legislative History

- Discussed at Faculty Meeting of College of Earth, Ocean, and Environment (CEOE)—31 August 2009.
- Approved by interim Directors Council of SMSP—18 September 2009.
- Approved by Dean of CEOE—21 September 2009.

- Promulgated by Interim Director of SMSP—22 September 2009.

# School of Marine Science and Policy

## Policy Statement Sc/2/10

### External Course Requirement

Supersedes Policy Statement C/1/88, C/2/05, C/1/07

1. Students in the School of Marine Science and Policy (SMSP) are required to complete a minimum of 3 credits of course work in a department or program outside of the student's home program. (Hereafter this is termed the *external-course requirement*.) Ordinarily those credits must be completed in a single regularly scheduled course in the College of Earth, Ocean, and Environment with a value of 3 credits or more. Accordingly, special-problem courses or seminar courses do not ordinarily meet this requirement.
2. Approval of the core faculty of the SMSP as a whole is required before any changes in the general external-course requirement of the School may become effective. In other words, the faculty in any of the programs in the School does not have the authority to increase or diminish the general 3-credit external-course requirement unilaterally. The core faculty of the School consists of those professors whose primary appointment is in the SMSP and whose performance evaluations are completed by the Director of the School.
3. The core faculty of each of the programs in the SMSP may provide further stipulation concerning the specifics of the required 3-credit course. For example, the core faculty of the Marine Policy Program could require that students in that program fulfill the requirement via a 3-credit course in the Marine Biosciences Program. A majority of the core faculty in a given academic program is required to initiate any change in the specific external-course requirement within that program. The core faculty of a particular program is defined as those professors whose primary academic appointment is in the relevant program.
4. To provide stability to the curriculum, no change in the external-course requirement may be initiated by a given program more frequently than once every 3 years.
5. Any alteration of the specific external-course requirement that would require faculty in another program to develop a new course or to alter the content of an existing course requires the consent of the faculty in the affected program and of the Directors Council of the SMSP.

### Legislative History

- Proposed and discussed at faculty meetings of the College of Marine Studies (CMS)—29 January, 18 March, and 22 March 1988.
- Promulgated by Dean of CMS—27 May 1988.

- Revised by Academic Council of CMS—20 January 2004.
- Approved by Academic Council of CMS—27 July 2004.
- Approved by Faculty of CMS—7 February 2005.
- Promulgated by Interim Dean of CMS—7 February 2005.
- Revised and approved by Academic Council of College of Marine and Earth Studies (CMES)—30 June 2007.
- Promulgated by Dean of CMES—23 August 2007.
- Revised by Interim Director of SMSP—1 September 2009.
- Discussed and approved by the Directors Council of SMSP—8 March 2010.
- Approved by Dean of College of Earth, Ocean, and Environment—31 May 2010.
- Promulgated by Interim Director of SMSP—31 May 2010.

# School of Marine Science and Policy

## Policy Statement Sc/1/10

### Graduate Program

#### 1. Administration

- a) The Director is responsible for the graduate-degree programs in the School of Marine Science and Policy (SMSP). The various curricula are housed in the four Academic Programs that comprise the SMSP (see Policy Statement Sa/2/09). Each Program is administered by an Associate Director. Coordination and oversight of graduate education resides in the Directors Council of the School (see Policy Statement Sa/3/09).
- b) All core and joint faculty members of the SMSP are eligible to teach graduate courses and to serve as principal advisors or as advisory committee members. Core faculty members are those individuals who have primary appointment in the SMSP. These include both tenure-track and research faculty (see SMSP Policy Statement Sf/5/09). Joint faculty members have primary appointment in another unit of the University and secondary appointment in the SMSP (see College of Earth, Ocean, and Environment Policy Statement F/2/09).
- c) Individuals other than School faculty may be permitted to teach specific graduate courses during specific terms if both the course and instructor are approved by the appropriate Associate Director and the Director.

#### 2. Assessment

The Mission Statement for the SMSP is *to advance knowledge and education critical to the understanding, stewardship, and conservation of estuarine, coastal, and ocean environments*. The curricula of the academic programs in the SMSP are multidisciplinary and encompass the fields of Marine Bioscience, Marine Policy, Oceanography, and Physical Ocean Science and Engineering. Students are encouraged to explore areas outside of their own specialties.

The faculty of the SMSP have defined seven learning goals consistent with this Mission Statement. Students will:

1. Identify or define a research question
2. Understand and synthesize literature material
3. Design and execute a research study or experiment
4. Critically evaluate and interpret the outcome
5. Write for peer review publications
6. Present in professional and public forums
7. Perform in collaborative workgroups

The specific learning goals stated above are mapped to courses administered by the four

academic programs in the SMSP and achievement of these goals are assessed through multiple methods including:

- Exams
- Term Project(s) / Paper(s)
- Laboratory Report(s)
- Oral Presentation(s)
- Problem Based Learning
- Problem Sets
- Case Studies

A curriculum map for each academic program, which links the learning goals to the various courses and learning opportunities offered through the SMSP, can be found on the SMSP webpage at

<http://www.ceoe.udel.edu/academics/smsp/academicAssessment.shtml>.

### 3. Admission

- a) Admission to the graduate programs of the School is based on GRE scores, grade point averages, letters of recommendation, and other appropriate information.
- b) Initial screening of applications is done in the University Office of Professional and Graduate Education. Subsequent evaluation for Master of Science (MS), Master of Marine Policy (MMP), and PhD programs is conducted by the respective Associate Directors in consultation with relevant faculty members. The Associate Director forwards a recommendation to the Director, who makes final decisions concerning admission.
- c) The Master of Marine Management degree is administered by a three member committee (MMM Advisory Committee) composed of the Associate Director for Marine Policy and two faculty mentors. One of the mentors must be from the Marine Policy program and the other from one of the science programs. This committee oversees admissions into the MMM Program and reports to the Director.
- d) Before qualified applicants are admitted to the School, a specific faculty member must be identified as the primary advisor for the applicant. The Director appoints the faculty advisor *pro tem*; at the initiative of faculty or applicant, the advisor may be changed. When an appropriate advisor cannot be identified, the relevant Associate Director acts as the point of contact for the applicant regarding academic issues.

### 4. Policies for Matriculated Students

- a) Requirements for the various degrees offered by SMSP are described at <http://www.ceoe.udel.edu/academics/degrees.shtml>. All degrees except the Master of Marine Management require a thesis or dissertation describing original

work completed by the student.

- b) Graduate work must be completed within the time limits imposed by the University and SMSP.  
([http://www.ceoe.udel.edu/academics/policies\\_current/index.shtml#progress](http://www.ceoe.udel.edu/academics/policies_current/index.shtml#progress))
- c) On petition, waivers of the time limits may be granted for good cause. The waiver must be approved by the student's advisor and the Director of the SMSP. In the case of University time limits, the waiver must be approved by the University Office of Graduate and Professional Education.
- d) A Ph.D. committee must consist of at least four members, but not more than six. At least one member of the committee must be a core faculty member of the SMSP and at least half of the committee members must be either core or joint faculty in the School. As per University regulations, at least one member of the committee must be external to the School, and students are "encouraged to seek the external member from outside the University in order to broaden the perspectives of the committee."
- e) An MS or MMP committee must consist of at least three members, but no more than four. At least one member of the committee must be a core faculty member of the School and at least half of the committee members must be core or joint faculty in the SMSP.
- f) Only core or joint appointees may serve as committee chairs, except in the case of an emeritus professor who has, prior to retirement, been the advisor of a student when that student's committee was formed.
- g) A qualifying examination is required to obtain admission to candidacy for the Ph.D. In order to take the examination, each student must be in good academic standing and have approval of the advisory committee. A research proposal is ordinarily required before a student takes the qualifying examination.
- h) The qualifying examination must include both oral and written parts.
  - i. The examination is prepared and administered by the advisor in consultation with the student's advisory committee
  - ii. The faculty in each Academic Program defines the general format of qualifying examinations for students in that Program.
  - iii. At least 60 days prior to the examination, the advisor must inform the student of the areas to be examined and the format of the written and oral parts of the examination.
  - iv. The student must be informed of success or failure of the qualifying examination within two weeks of completion.

- v. A student who fails the qualifying examination is entitled to only one re-examination, which must be taken within six months of the first examination.
- i) The defense of the dissertation or thesis focuses on the scope of the research and its contribution to the field.
    - i. The student's advisory committee serves as the examining board.
    - ii. The defense is oral and open to the academic community of the University and to interested members of the public; the defense must be announced at least two weeks in advance.
    - iii. The defense begins with a presentation of the work by the candidate, followed by an open period of questions from the audience.
    - iv. After a short break, the members of the examining board address questions to the candidate.
    - v. At the close of questioning, the examining board retires for deliberation and decision.
    - vi. Upon reaching a decision, the board communicates that decision to the candidate and to the Director of the School.
    - vii. Dissertations and theses must be submitted to the Office of Graduate and Professional Education according to the deadline schedule published by that office.

## 5. Change in Student Status

- a) A student may change advisor in consultation with the assigned advisor and the potential advisor. The relevant Associate Director and the Academic Coordinator of the SMSP must be informed of the change.
- b) Students who have formed a Master of Science (MS) or Master of Marine Policy (MMP) advisory committee and who have completed a thesis proposal may petition for admission to a PhD program within three semesters of matriculation in the School. This is known as the *bypass option*. Petitioning students must submit evidence of high performance to the M.S. advisory committee. Ordinarily this evidence includes excellent grades in graduate courses, promising research results, and sound plans for dissertation research. The following steps are necessary for approval of a bypass petition:
  - i. Chair of MS advisory committee sends a letter of support of behalf of committee to relevant Associate Director.

- ii. Associate Director forwards approved letter to the Academic Coordinator.
  - iii. Director of SMSP approves bypass.
  - iv. The student submits completed change-of-status form to Academic Coordinator and continues as a PhD student
- c) Students who want to continue for a PhD after completing an MS or MMP must submit a letter of intent to the relevant Associate Director.
- i. The letter should outline dissertation research plans and specify an advisor and funding source.
  - ii. The Associate Director reviews the applicant's credentials and consults with faculty members as required.
  - iii. The Associate Director forwards a recommendation concerning admission to the Director of the SMSP.
  - iv. The Director acts on this recommendation.

## 6. Competency of SMSP graduates

- a) A recipient of a PhD from the University of Delaware must have the analytical skills and intellectual scholarship to perform research with independent creativity. This criterion is demonstrated by the submission of a **written dissertation** of original research. This accomplishment should gain wide recognition through a publication of one or more articles in an internationally recognized and refereed journal or equivalent medium.
- b) A **written thesis** is required for the MS and MMP. The depth and breadth of this document is more limited than a dissertation and reflects a more focused and restricted exposure to research and analysis.

## 7. Changes in Requirements

- a) Any change in academic requirements requires approval of the Directors Council of the SMSP.
- b) The Council has the authority to determine when a vote of the entire faculty of the SMSP is necessary to effect a change in requirements.

## Legislative History

- Draft given by Associate Dean of College of Marine Studies (CMS) to Program Directors for review and comment - December 1981.
- Draft C/1/82 circulated for faculty comment - 10 February 1982.

- Promulgated by Dean of CMS - 3 March 1982.
- CMS Executive Committee reviewed and recommended retention after modification - 25 February 1985.
- Dean of CMS promulgated - 1 December 1985.
- Revised by Academic Council of CMS annually and sent to Office of Graduate Studies for approval.
- A decision was made that the revised Graduate Program Policy Statement would be placed in the CMS Student Advisement Manual with a note to that effect in this policy manual - 1 May 1992.
- Some sections of the CMS Student Advisement Manual (now Current Student information) were moved back to this section. Revised and approved by Academic Council of CMS - 27 July 2004.
- Approved by Faculty of CMS – 7 February 2005.
- Promulgated by Interim Dean of CMS – 7 February 2005.
- Discussed and approved by Academic Council of CMS- 30 May 2006.
- Revised by Interim Director of SMSP—1 September 2009
- Discussed and approved by Directors Council of School of Marine Science and Policy—10 May 2010
- Approved by Dean of College of Earth, Ocean, and Environment—31 May 2010
- Promulgated by Interim Director of SMSP—31 May 2010

# School of Marine Science and Policy

## Policy Statement Sf/1/11 Faculty Mentoring Program

Assistant professors in the School of Marine Science and Policy (SMSP) have access to a mentoring program until they have achieved the rank of associate professor. This program provides information and advice regarding responsibilities, prerogatives, and performance-expectations. The mentoring program does *not* evaluate the performance of the assistant professor, *per se*, and is solely advisory in intent and function. The mentoring program is administered by the Director of the School, and participation by all parties involved is voluntary.

Protocol concerning the SMSP Faculty Mentoring Program is in accordance with University policy (<http://www.udel.edu/provost/fachb/IV-D-10-development.html>).

Items specific to the Faculty Mentoring Program in the SMSP are listed below:

1. The Director provides each assistant professor with access to a two-person mentoring committee within six weeks of start date. This is done in consultation with the relevant associate director. The specific composition of the committee is determined through discussion between the Director and the assistant professor.
2. The mentoring committee typically consists of one associate professor and one full professor. Mentoring service is counted as part of the administered work load for faculty who choose to participate.
3. The assistant professor is encouraged to consult with either member of the mentoring committee on an informal basis at any time during the year.
4. Ordinarily the assistant professor meets with the full mentoring committee once each academic term. The format of this meeting is flexible and no written record is required.
5. Composition of the mentoring committee may be re-evaluated at request of the assistant professor.

### Legislative History

- Drafted by Interim Director of SMSP 01 April 2011.
- Discussed by Directors Council of SMSP 11 April 2011.
- Posted on Web for faculty comment 11 – 25 April 2011.
- Revised by Interim Director 03 May 2011
- Discussed by Directors Council of SMSP 09 May 2011.
- Revised by Interim Director 10 May 2011
- Approved by Directors Council of SMSP 13 May 2011
- Approved by Dean of CEOE 17 May 2011.
- Promulgated by Interim Director of SMSP 18 May 2011.



# **School of Marine Science and Policy**

## **Policy Statement Sf/4/09 Retired Faculty and Scientific Staff**

Protocol concerning retired faculty and scientific staff in the SMSP will be in accordance with University policy (<http://www.udel.edu/provost/fachb/IV-A-11-retirement.html>). Emeritus status in the School will require recommendation by: (a) the relevant Associate Director; (b) the Director of the School; and (c) the Dean of the College.

Items specific to faculty retiring from the School of Marine Science and Policy (SMSP) are listed below:

1. Faculty and research staff will typically relinquish all office and laboratory space upon retirement.
2. Provision of alternative office and laboratory space will ordinarily be restricted to emeritus faculty members. Assignments will be made on a space-available basis at discretion of the School Director. Assigned space may be shared with other emeritus faculty members or with active faculty members (subject to approval by the active faculty member).
3. Emeritus faculty may be provided with limited clerical and administrative support at discretion of the School Director.
4. Emeritus faculty will have access to University IT services, including e-mail and to other University services, per University policy (see URL above).

### **Legislative History**

- Initially drafted by Interim Director of SMSP—1 September 2009.
- Discussed by Directors Council of SMSP—14 September 2009.
- Posted on Web for faculty comment—15 – 22 September 2009.
- Approved by Directors Council of SMSP—12 October 2009.
- Approved by vote of SMSP faculty—16 November 2009.
- Approved by Dean of CEOE—16 November 2009.
- Promulgated by Interim Director of SMSP—17 November 2009.

# School of Marine Science and Policy

## Policy Statement Sf/5/09

### Research Faculty

Individuals holding research-faculty appointments in the School of Marine Science and Policy (SMSP) are considered part of the core faculty of the School. The core faculty consists of those active faculty members whose primary appointment is in the SMSP. This designation excludes faculty members who have joint, adjunct, or emeritus appointments in the SMSP. Protocol concerning research faculty in the SMSP is in accordance with University policy for non-tenure-track appointees (<http://www.udel.edu/ExecVP/policies/personnel/4-06.html>).

#### 1. Appointments

- a. Individuals may be appointed at the rank of Assistant Research Professor, Associate Research Professor, or Research Professor. The appointment of each member of the research faculty is specific to one of the four Academic Programs that constitute the School.
- b. Application materials must be sent to the Director of the SMSP and must include: (i) a cover letter that provides both rationale for the appointment and a five-year plan of research, including projected funding sources; (ii) a detailed *curriculum vitae*; and (iii) contact information for three references who are familiar with the applicant's record of achievement in scholarly research.
- c. The Director conducts initial evaluation of the application materials. This may include an interview with the candidate and other evaluation procedures as appropriate. The Director may then choose to forward the materials to one or more of the Academic Programs for further review.
- d. Review at the Program level is facilitated by the relevant Associate Director and ordinarily includes interviews with Program faculty and presentation of a seminar to the faculty and students of the School.
- e. Upon favorable recommendation by the Associate Director, the Director consults with the SMSP Committee on Promotion and Tenure concerning the appropriate rank of appointment.
- f. The Director forwards the application, along with a recommendation for appointment and rank, to the Dean of the College of Earth, Ocean, and Environment (CEOE) for approval. The Dean may conduct further evaluation as appropriate.

#### 2. Terms of Employment

- a. Assistant Research Professor. The term of employment for individuals at the rank of Assistant Research Professor is defined by three successive two-year

appointments, with annual review and approval by the Director. Ordinarily, review during the sixth year is conducted by the School Committee on Promotion and Tenure, as specified in SMSP Policy Statement Sf/1/09. Results of this review will be (i) promotion to the rank of Associate Research Professor or (ii) a terminal one-year appointment at the rank of Assistant Research Professor.

**b. Associate Research Professor.**

- i.** The term of employment for individuals at the rank of Associate Research Professor is defined by an initial three-year appointment, with annual review and approval by the Director.
- ii.** In the second year of the three-year appointment (and each year thereafter), the Director will recommend whether the individual will be afforded an appointment of four years in length. In the absence of this recommendation, the individual will continue at rank with successive three-year appointments.
- iii.** During the last year of a four-year appointment, a full peer review for promotion may be conducted by the SMSP Committee on Promotion and Tenure, pending application by the candidate and recommendation by the Director.
- iv.** Subject to recommendation of the peer review and as specified in SMSP Policy Statement Sf/1/09, an individual may be promoted to the rank of Research Professor or may continue as an Associate Research Professor.

- c. Research Professor.** Terms of employment at this rank consist of sequential five-year appointments with annual review and approval by the Director. At the end of each five-year interval, the Director will request the School Committee on Promotion and Tenure to conduct an extensive in-rank review. This review will be analogous to the five-year, in-rank review required of each tenured professor in the School.

**3. Financial Considerations**

- a.** Members of the research faculty in the SMSP are expected to cover their respective salaries and fringe benefits from extramural sources—regardless of rank. In cases where a member of the research faculty fails to cover annual salary and fringe benefits from extramural sources, the annual compensation will be decreased accordingly. The School assumes no salary responsibility unless otherwise approved by the Director of the SMSP and the Dean of the CEOE.
- b.** Appointment to the research faculty of the SMSP will be terminated if an individual is unable to cover at least 50% of salary and fringe benefits (as specified in offer letter) for two successive years—unless otherwise approved by the Director.

- c. Initial salary, subsequent merit increases, and increases resulting from promotion in rank must be in compliance with the extant Collective Bargaining Agreement (CBA) between the University and the UD Chapter of the American Association of University Professors.

#### **4. Responsibilities and Prerogatives**

- a. The primary responsibility of each member of the research faculty in the SMSP is to maintain a vigorous research program that is supported by adequate extramural funds.
- b. Appropriate office and laboratory space is provided by the School. This space may be shared with other research or tenure-track faculty at discretion of the Director and after consultation with faculty members with whom space is shared.
- c. Members of the research faculty in the SMSP are not required to teach courses or to advise graduate students. However, with approval of the Director, members of the research faculty may teach both undergraduate and graduate courses in the School. They also may serve as primary graduate advisors and may serve on graduate advisory committees. Financial compensation for these services must be negotiated in advance with the Director and must be in compliance with the extant CBA and with SMSP Policy Statement Sf/2/09.
- d. Members of the research faculty are not required to provide committee service to the School, the College, or the University. However, those members of the research faculty who choose to provide committee service have the same rights and privileges as tenure-track faculty serving on those committees. Financial compensation for committee service must be negotiated in advance with the Director and must be in compliance with the extant CBA and with SMSP Policy Statement Sf/2/09.
- e. Members of the research faculty have full franchise on all School and College issues requiring a vote of the faculty of the SMSP or of the CEOE as a whole.
- f. Members of the research faculty are eligible for sabbatical at the end of the sixth year of appointment with regular renewal, as per University policy for non-tenure track appointees (see above). The School assumes no responsibility for covering salary during sabbatical leave unless otherwise approved by the Director and the Dean.

#### **Legislative History**

- Initially drafted by Interim Director of SMSP—01 September 2009
- Discussed by Directors Council of SMSP—12 October 2009.
- Posted on Web for faculty comment—12-23 October 2009.
- Approved by Directors Council of SMSP—9 November 2009
- Approved by vote of SMSP faculty—16 November 2009.

- Approved by Dean of CEOE—16 November 2009.
- Promulgated by Interim Director of SMSP—17 November 2009.

# School of Marine Science and Policy

## Policy Statement Sp/1/10 Student Prizes and Awards

(Supersedes Policy Statements P/1/93, P/1/89, P/1/87, P/1/85, P/1/76, P/2/76, P/3/76, and P/4/76).

The School of Marine Science and Policy (SMSP) provides the following awards:

- E. Sam Fitz Award
- Frances Severance Awards

The Director of the SMSP appoints an *ad hoc* awards committee each year to review the nominees' credentials and recommend students for receipt of the respect awards. The Directors Council of the SMSP acts on these recommendations and either endorses or declines the advice of the *ad hoc* committee. Decisions are made by a simple majority vote of the Council.

### 1. E. Sam Fitz Award

The E. Sam Fitz Award recognizes a well-rounded individual who shows evidence of high academic achievement, professional service, and community service. Candidates may be nominated by the faculty and students of SMSP.

- a. Evidence in support of each candidate must include a letter of recommendation from the student's advisor and may include additional letters from other SMSP faculty and students.
- b. Criteria for the award include:
  - High GPA
  - An exceptionally designed, executed, and defended thesis or dissertation
  - Exceptional community service, which may include both intramural and extramural activities

### 2. Frances Severance/Academic Council Award

The Frances Severance Award recognizes SMSP graduates for scholarship that is well above the standards set for passing dissertations or theses. Eligible students are those who have received degrees at the prior June, August and December graduations. (For example, if the award were presented in the year 2012, then the student must have graduated in May,

August, or December, 2011.)

There are two separate types of Frances Severance Awards as described below:

#### **PhD Dissertation With Distinction**

PhD dissertations of outstanding quality and contributing significantly to science or policy may be awarded “with distinction”. This award is reserved for scholarship that is well above the standards set for a passing dissertation in the School of Marine Science and Policy. Research from dissertations with distinction should be at the level of the best journals in the student’s field and be among the top 10% of all dissertations written in the student’s program since the program began awarding PhDs.

To be awarded the honor of “PhD Dissertation With Distinction” a dissertation must be:

- nominated by a SMSP faculty member,
- approved by the Associate Director of the graduate’s program with support from the core faculty within that program,
- approved by the Directors’ Council

#### **Master’s Thesis With Distinction**

Distinguished MS or MMP thesis of outstanding quality and contributing to science or policy may be awarded “with distinction”. This award is reserved for scholarship that is well above the standards set for a passing thesis in the School of Marine Science and Policy. Research from thesis with distinction should be among the top 10% of all theses written in the student’s program since the program began awarding Master’s degrees.

To be awarded the honor of “Master’s Thesis with Distinction”, a thesis must be:

- nominated by a SMSP faculty member,
- approved by the Associate Director of the graduate’s program with support from the core faculty within that program,
- approved by the Directors’ Council

The Directors Council calls for nominations from the faculty. Nominations must be accompanied by a letter of support from the student’s advisor. Additional letters of support may be included with the nomination. An honorarium accompanies this award.

### **Legislative History**

- Policy statements P/1/76 (same as F/1/76), P/2/76 (same as S/1/76),

- P/3/76, and P/4/76 combined with draft P/1/81 - 4 August 1981.
- Discussed by College of Marine Studies Executive Committee (COMSEX) - 14 September 1981.
  - Revised by *ad hoc* committee - 18 April 1983.
  - Discussed by COMSEX - 25 February 1985.
  - Promulgated by Dean of College of Marine Studies (CMS) - 1 December 1985.
  - Discussed by Academic Council of CMS - 6 January.
  - Draft revision (P/1/87) sent to CMS faculty for review and approval - 14 January 1987.
  - Promulgated by Dean of CMS - 2 March 1987.
  - *Ad hoc* committee appointed to review awards policy statement - 19 January 1988.
  - *Ad hoc* Committee recommendations given to Dean of CMS - 29 February 1988.
  - Discussed by Academic Council - 7 March 1988.
  - Revised policy statement reviewed by Academic Council of CMS - 6 March 1989 and 2 October 1989.
  - Promulgated by Dean of CMS - 25 October 1989.
  - Revised by Dean of CMS and approved by Academic Council of CMS - 4 December 1989.
  - Promulgated by Dean of CMS - 31 December 1989.
  - Revised and approved by Academic Council of CMS - 3 May 1993.
  - Promulgated by Dean of CMS - 3 May 1993.
  - Discussed by Academic Council of CMS - 7 Feb. 2000.
  - Revised and approved by Academic Council of CMS - 27 July 2004.
  - Promulgated by Dean of CMS – 3 August 2004.
  - Revised by Interim Director of School of Marine Science and Policy (SMSP) – 10 August 2009.
  - Approved by Directors Council of SMSP – 12 April 2010.
  - Approved by Dean of College of Earth, Ocean, and Environment – 31 May 2010.
  - Promulgated by Interim Director of SMSP – 31 May 2010.

# **School of Marine Science and Policy**

## **Policy Statement Ss/2/10**

Assignment of Student Space (Supersedes S/2/88, S/2/05, S/2/07)

University of Delaware guidelines do not require that graduate students be supplied office space or furniture. However, the School of Marine Science and Policy, in the interest of fostering the academic environment of its students, does provide office and furniture on an as-available basis.

1. Student offices will be provided only in one location, either Newark or Lewes.
2. Students may share a file cabinet and a bookcase (generally one four-drawer file cabinet and one five-shelf bookcase per four students).
3. Office space and furniture will be assigned in order of priority to:
  - a. Full-time (9 credit) Ph.D. students in compliance with performance milestones ([http://www.ocean.udel.edu/academics/policies\\_current/index.shtml](http://www.ocean.udel.edu/academics/policies_current/index.shtml)).
  - b. Full-time (9 credit) M.S. or M.A. students in compliance with performance milestones.
  - c. Full-time (9 credit) Ph.D. students not in compliance with performance milestones.
  - d. Full-time (9 credit) M.S. or M.A. students not in compliance with performance milestones.
  - e. Part-time (3 credit) Ph.D., M.S., and M.A. students.
  - f. Other students (below 3 credits).

### **Legislative History**

- Originated as an administrative guideline - 31 January 1979.
- Administrative guidelines reviewed by Space Committee of College of Marine Studies (CMS) and recommended to Academic Council - 11 July 1988.
- Promulgated by Dean of CMS – 1988.
- Revised and approved by Academic Council of CMS– 8 November 2004.
- Approved by Faculty of CMS– 7 February 2005.
- Promulgated by Interim Dean of CMS – 7 February 2005.
- Revised and approved by Academic Council of College of Marine and Earth Studies (CMES)—30 June 2007.
- Promulgated by Dean of CMES – 23 August 2007.
- Revised and approved by Directors Council of School of Marine Science and

Policy (SMSP)—8 February 2010.

- Approved by Dean of College of Earth, Ocean, and Environment—31 May 2010.
- Promulgated by Interim Director of SMSP – 31 May 2010.

# **School of Marine Science and Policy**

## **Policy Statement Ss/2/10**

### **Assignment of Safety Net Funds**

(Supersedes Policy Statement S/1/88, S/1/05, S/1/07)

1. Graduate students supported by Safety Net funds provided by the School of Marine Science and Policy (SMSP) are expected to provide up to 20 hours per week of assistance as required by the School for courses, seminars, laboratories, tours, etc. These duties will be assigned by the Director of the SMSP in consultation with the students' advisors.
2. Faculty members requiring a teaching assistant must forward their requests to the Director for approval and for assignment of a Safety-Net graduate student to a class, seminar, or laboratory.
3. Graduate students supported by Safety Net funds may also be assigned other tasks by the School Director in consultation with the student's faculty advisor.

### **Legislative History**

- Discussion of teaching assistants and tour guides by Academic Council of the College of Marine Studies (CMS) - 12 July 1988.
- Letter enunciating the general policy and procedures to apply distributed by Associate Dean of the CMS to the faculty - 19 July 1988.
- Draft Policy Statement prepared by *ad hoc* committee - 8 August 1988.
- Revised based on discussion in CMS faculty meeting - 6 September 1988.
- Promulgated by Dean of CMS - 7 September 1988.
- Revised and approved by Academic Council of CMS - 27 July 2004.
- Approved by CMS Faculty - 7 February 2005.
- Promulgated by Interim Dean of CMS - 7 February 2005.
- Revised and approved by Academic Council of the College of Marine and Earth Studies (CMES) —30 June 2007.
- Promulgated by Dean of CMES - 23 August 2007.
- Revised and approved by Directors Council of SMSP—8 February 2010.
- Approved by Dean of College of Earth, Ocean, and Environment—31 May 2010.
- Promulgated by Interim Director of SMSP— 31 May 2010.