

Senate Executive Committee Agenda
November 10, 2017 at 2:00 PM in Lib 326

1. Update on $\frac{3}{4}$ time faculty
2. Resolution on 3/3 workload (Dilip Mirchandani, page 2)
3. Feedback on new thesis and dissertation requirements (page 3)
4. Update on Academic Building
5. Budget update (Chris Simons)
6. Update on Tobacco-Free Campus Initiative (Skeff Thomas)
7. Proposed changes to Student Relations Committee (Mike Schillo)
8. Open forums on classrooms: Monday, November 13, 3:30-5:00 in Rowan Auditorium
9. Elimination of Rowan Select
10. Phishing test: 25% failure rate
11. Binders for all T&R files

Senate Resolution for the Implementation of a 3/3 Teaching Load

In order to continue developing the research capabilities of Rowan University, a three course (9 credits) teaching load per semester, or six courses per academic year, must be considered a normal teaching load. Faculty who publish in the top research outlets in their field must receive an adjusted load whereby they teach less than six courses per year. We believe this change is essential to furthering our research capacity and enhancing the visibility of Rowan University in the upper echelons of academic research.

New Thesis/Dissertation Submission Process

Thesis and Dissertation Requirements

Rowan students pursuing a doctoral degree or a master's degree with a thesis/dissertation requirement (or option) as part of their fulfillment for graduation are required to submit their thesis/dissertation to the Office of Graduate Research Services for final format approval. All theses and dissertations must be submitted for final format review through the ProQuest ETD Administrator, which is accessed within the required online Pre-Submittal Workshop administered through the Canvas learning management system. Effective Fall 2017, the Office of Graduate Research Services has implemented a change to the process for Thesis and Dissertation submission and final approval as outlined below.

Within the first two semesters of a master's/doctoral degree program with a thesis/dissertation requirement (or option), students must:

- Submit the \$75 Thesis and Dissertation Fee to enroll in the required online Pre-Submittal Workshop through the Rowan Online Marketplace. Students are automatically enrolled in the workshop upon payment of this fee.
- Appoint the Thesis/Dissertation Committee, in consultation with his/her Thesis/Dissertation Advisor.
- Complete and seek the corresponding signatures on the new Thesis/Dissertation Committee Appointment Form.
- Submit the properly signed Thesis/Dissertation Committee Appointment Form in PDF format via the Pre-Submittal Workshop.

Pre-Submittal Workshop

The Pre-Submittal Workshop is provided to assist students in the preparation of their thesis or dissertation document for submission to the Office of Graduate Research Services for final format review and approval. The content is self-guided and organized into sections for easy accessibility, and includes sample pages as well as a video walk-through of formatting guidelines.

Virtual Office Hours

As part of the Pre-Submittal Workshop, the Graduate Research Specialist will be available during scheduled times via the Conference tool in Canvas to answer questions and provide formatting guidance. During the Conference, students have the opportunity to upload their document for an informal preliminary review to address formatting issues prior to submitting the thesis/dissertation document for final format review.

For more information regarding thesis and dissertation requirements, please visit www.rowanu.com/thesis.