

**CRCs PhD in Rehabilitation
and Communication Sciences
(RCS) Program
Policy on Program
Administration & Committees**

CRCSP 19-01

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Responsible Executives: PhD in RCS Program Director (Director) and PhD in RCS Assistant Program Director (Assistant Director)

Sponsoring Organization: College of Rehabilitation and Communication Sciences

- I. **POLICY STATEMENT** These policies and procedures satisfy the following objectives:
 - A. define the PhD in RCS Program guidance, authoritative structure, and the responsible parties for the Program's governance
 - B. outline the PhD in RCS Program policy on policies

I. **AUTHORITY AND RESPONSIBILITIES**

The PhD in RCS program is housed within the CRCS and is collaboratively supported by the faculty and resources from the Department of Communication Sciences and Disorders (CSD) and Department of Physical and Occupational Therapy (DPOT) along with CRCS resources. The program is at the College level to enable interdepartmental and interprofessional collaborative perspectives and opportunities. The Dean of the CRCS delegates the direction of the PhD in RCS Program to the PhD in RCS Program Director and PhD in RCS Program Assistant Director, hereafter cumulatively referred to as Program Directors. The Program Directors will be responsible for the operations of the PhD in RCS, and they are expected to work cooperatively with the PhD in RCS Program Studies Faculty (hereafter referred to as the PhD Studies Faculty), PhD in RCS Executive Council (hereafter referred to as the PhD EC), the Department Chairs of CSD and DPOT, and the Dean of the CRCS. When requesting financial support for the Program directly from the departments or CRCS, one of the Program Directors must obtain approval from the relevant administrator(s) (i.e., Department Chair(s) or Dean of the CRCS). Similarly, when the Program's needs directly affect faculty teaching workload, one of the Program Directors must obtain approval from the relevant Department Chair(s). The stated committees, administrators, and structure of governance are defined later in this document.

All personnel associated with the PhD in RCS Program will adhere to the governing policies and procedures of the PhD in RCS Program, as well as their home program, department, CRCS, and other higher-level ISU policies and procedures including, the ISU Graduate School policies and procedures. When a policy on a specific topic does not exist at the current level, the protocol is to follow the most relevant policy from the next higher level of the organization. The policies and procedures are hierarchically established from the top (SBOE of Idaho) down to the PhD in RCS Program, with no program or other organizational level policies superseding those at higher levels.

III. PHD PROGRAM ADMINISTRATION & COMMITTEES

A. Program Directors

- a. **Description of Positions:** The Program Directors will serve as the administrators of the PhD in RCS Program being responsible for its governance and functioning. The Program Directors' responsibilities include but are not limited to: updating the application process and portal, developing the admissions policies and procedures, program marketing / recruitment, website development, curriculum review and oversight, and creating the full program policies and procedures. They will lead and advise the PhD EC (*defined below*) and the PhD Studies Faculty (*defined below*). The Program Directors will schedule, plan, and run regular, at least monthly, meetings during the Fall / Spring academic year with the PhD EC and will attend department and program meetings as needed or requested by the Department Chair(s) or AuD, OT, PT, or SLP Program Director(s). One of the Program Directors should attend the relevant portion of each CSD and DPOT meeting at least once per Fall / Spring academic semester to provide updates about the program and allow the faculty an opportunity to ask questions. The Program Directors will assist in reviewing annual student performance evaluations, review the PhD Program for effectiveness, quality of the program offerings, and currency of the material. The Program Directors will undergo annual evaluations conducted by the Dean of the CRCS by soliciting feedback from the members of the PhD Studies Faculty for continuation, remediation, or termination of their role in the positions as determined by the Dean of the CRCS.

i. The Program Director

1. The Program Director should receive 2 workload units of administrative release time per each Fall / Spring academic semester.
2. The Program Director may receive a stipend and/or extended contract for the summer responsibilities, to be negotiated with the Dean and the appropriate Department Chair.
3. The Program Director is the lead administrator of the PhD in RCS Program and is member of the CRCS Executive Council.
4. The Program Director is responsible for communicating with the Graduate School regarding decisions for acceptance/denial following guidance of the PhD Studies Faculty, PhD EC, and Assistant Director.

ii. The Program Assistant Director

1. The Assistant Director should receive 1.5 workload units of administrative release time per each Fall / Spring academic semester.
2. The Assistant Director may receive a stipend and/or extended contract for summer responsibilities, to be negotiated with the Dean the appropriate Department Chair.

3. The Assistant Director will complete all defined Director duties in-cooperation with the Director with the exception of serving on the CRCS Executive Council. If the Director is not available to attend the CRCS Executive Council, the Assistant Director may attend as a substitute.
- b. **Eligibility Requirements*:** To be eligible for either Program Director position, an individual must meet these criteria:
- i. Must be a full-time CRCS Faculty member and have been employed by ISU for a minimum of 3 consecutive years.
 - ii. Must have full graduate faculty status at ISU and hold a terminal research doctoral degree (e.g., PhD or EdD).

Locations and disciplines, although not specified, should be given strong consideration in order to provide representation across locations (Pocatello and Meridian), departments, and programs.

Any further questions regarding eligibility will be addressed by the CRCS Executive Council and the Dean of the CRCS.

- c. **Terms of Service and Selection Process:** The Directors positions are expected to be 4 year appointments running from July 1 through June 30 and staggered two year start dates with no restriction on serving consecutive terms. The nomination and appointment process per term should occur as described below. The full CRCS faculty nomination and appointment cycle for each position run every four years staggering between the Director and Assistant Director (e.g., Director's term July 1, 2019 - June 30, 2023). Due to the program initiation, the first cycle for the Assistant Director will be a 2 year term, followed by 4 year term expectations. The Dean of the CRCS should initiate the regular nomination and appointment process mid-March (*near midterm*) of the Spring semester prior to the end of the individual's term. Nominations (either self or nominated by another) should be solicited for no less than a two-week period followed by an interview phase with the Dean. The Dean will consult with the CRCS Executive Council before appointing the Directors. Position appointments for the incoming Program Directors should be made before the end of April of that calendar year to allow for training and transition of any new faculty member who will be taking office July 1. Ad-hoc nominations and appointments may occur to fulfill terms when appropriate (e.g., when one of the Program Directors steps down or if the Assistant Director is nominated and appointed to the Director position). Ad-hoc nominations and appointments should follow the two-week minimum for soliciting CRCS Faculty nominations (self-nomination or nominated by another) followed by the interviews, consultation with the CRCS Executive Council and appointment by the Dean.

- B. PhD in RCS Executive Council (PhD EC): will consist of the PhD Program Directors and

one graduate faculty member (either Allied or Regular) representing each program: Audiology, Occupational Therapy, Physical Therapy, and Speech-Language Pathology. Additionally, up to two graduate faculty members may hold member-at-large positions with one intended to ensure location representation. Members of this committee will meet regularly, at least once a month, to guide development and review of program policies and procedures, ensure program functioning, review applicants and provide input regarding admissions, aid in annual student performance evaluations, and provide input regarding the program and students to the Program Directors. Smaller working groups within the PhD EC can, and should, be created as needed to aid with efficiency. Additionally, the PhD EC may create ad-hoc subcommittees for certain tasks, and may recruit additional faculty not currently serving on the PhD EC based upon interest and expertise.

- a. **Terms of Service and Selection Process:** Members are expected to serve 2 year terms, with staggered start dates, such that the PhD EC always has experienced members. Initial committee membership will begin with half (or near half) of the members semi-randomly selected (e.g., representing different programs) to serve a one year term instead of the two year term and the others expected to serve the full two year term. Following the initial committee a two year membership term is expected from all members. The nomination and appointment processes will occur at the department level rather than the college. The Department Chairs should initiate the regular nomination and appointment process mid-March (*near midterm*) of the Spring semester prior to the end of the PhD EC member's term. Position appointments for the incoming PhD EC members should be made before the end of April of that calendar year to allow for training and transition of the new faculty members who will start July 1. Members of the PhD EC may serve several consecutive terms if desired and be reappointed. Appointment decisions are at the discretion of the Department Chairs in consultation with the Program Directors. If a member steps off of the PhD EC before their term is over a similar ad-hoc nomination and appointment process will occur to replace them with someone to complete their term.
- b. **Eligibility Requirements*:** To be eligible for the EC, an individual must meet these criteria:
 - i. Must be a full-time CRCS Faculty member holding Graduate Faculty Status (Allied or Regular).
 - ii. Although not required, consideration should be given to commensurate representation from departments and programs across locations (Pocatello and Meridian).

C. PhD Studies Faculty Committee:

- a. **Description of Responsibility:** The PhD Studies Faculty Committee consists of all CRCS faculty members holding terminal research degrees (i.e., PhD or EdD).^{*} Faculty members will be encouraged to review and provide input regarding program policies and procedures, functioning, admissions, and student performance. They can be involved with the PhD Program to the full-extent of their willingness and availability, pending the minor stipulations outlined below. They may do the following:
- i. Review and provide input on program policies, procedures, and functioning as well as applicants and students.
 - ii. Assist with didactic coursework and independent studies within their fields of expertise and specialty areas.
 - iii. Serve on or chair student Advisory, Research, or Dissertation Committees.
 - iv. Serve as Major Advisors to PhD students.

The Program Directors will call meetings with the PhD Studies Faculty Committee at least once per academic Fall and Spring semester. At these meetings, Program Directors will review the PhD in RCS Program, provide updates, and answer questions from faculty regarding the program.

**Regular Graduate Faculty Status is required to chair committees. Additionally, other limitations may be present for recent hires or early career academicians. Being an active member of the PhD Studies Faculty should be included in service activities but it does not earn release time.*

**All CRCS faculty are encouraged to provide input about the program and actively participate pending desire, willingness, availability, credentials, and ISU Graduate Faculty Status. Faculty holding graduate clinical entry-level degrees and ISU Allied Graduate Faculty Status may serve on student committees and research projects.*

V. PHD IN RCS PROGRAM POLICY ON POLICIES

- A. **Introduction:** This section defines the authoritative structure for governance of the PhD in RCS program and to outline the process to be followed within the PhD in RCS Program. It applies to, but is not limited to development or review / revision of PhD in RCS program policies and procedures and review and recommendations of applicants for admission consideration. The Dean of the CRCS delegates authority as demonstrated below.

B. Authoritative Structure for Governance (hierarchically presented from high to low)*

1. Program Director
2. Assistant Program Director
3. PhD Executive Council who represent their home programs (AuD, OT, PT, SLP) and departments along with the Pocatello and Meridian sites.
4. PhD Studies Faculty Committee members who are encouraged to provide input about the Program and actively participate pending desire, willingness, availability, and ISU Graduate Faculty Status.
5. All CRCS Faculty are encouraged to provide input about the program and actively participate in the Program pending desire, willingness, availability, credentials, and ISU Graduate Faculty Status.

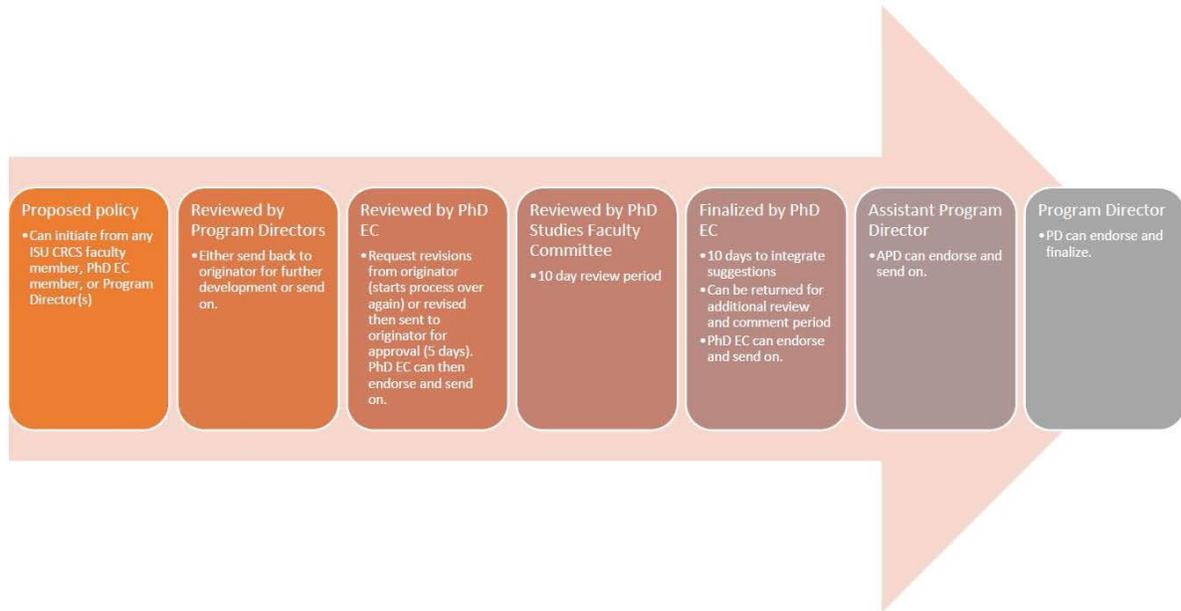


C. Process:

1. Any CRCS faculty member(s) may propose a policy for consideration within the PhD in RCS Program. The proposal will be submitted electronically to the Program Directors. Members of the PhD EC and the CRCS Executive Council will use the process to initiate a proposal.
2. Proposed new or revised policies will initially be reviewed by the Program Directors. If desired, the Program Directors may work with the originator of the proposal to further develop it; however, the Program Directors will not approve or deny any proposal at this stage.
3. The proposed new or revised policy will be presented to the PhD EC. Members of the PhD EC may suggest changes or further development. Open collaboration with the originator of the proposal is expected.
4. Proposals considered by the PhD EC to have merit will then be made available to the PhD Studies Faculty and to the CRCS Executive Council for comment. A period of not less than 10 working days will be allowed for review and comment. Sending the

- proposal for review and comment does not imply endorsement. This may be an effective means to measure support for the proposal. All comments should be submitted in writing to the PhD EC, and comments may be submitted anonymously.
5. The proposal will be considered by the PhD EC at the next meeting after the close of the comment period. The PhD EC may endorse the proposal, may revise the proposal, or may reject the proposal. If the proposal is endorsed, it will go for a final anonymous vote by the PhD Studies Faculty. The endorsement may occur with edits based on the comments received. If major revisions are requested by the PhD EC, the proposal may be referred back to the originator or to an ad hoc committee, at the discretion of the PhD EC. Clear direction regarding the changes that would make the proposal acceptable should be provided if the proposal is referred. If after consideration of the comments the proposal is judged to not be beneficial, the PhD EC may reject the proposal. There is no appeal to a rejected proposal, but any faculty member may initiate a new proposal, even if it is similar to the rejected proposal.
 6. Once endorsed by the PhD EC, a proposal will be sent to the PhD Studies Faculty for final approval. The revised proposal will be available for review and approval for not less than 5 working days. The majority of votes cast will determine if a proposal is approved or rejected. If approved, it becomes PhD in RCS Program policy. A tie vote is a rejection of the proposal.
 7. Once approved, the policy will be communicated electronically to the CRCS Dean and to the CRCS Executive Council where it becomes a part of the CRCS Policy and Procedures.

**As several of the CRCS faculty members who may serve on the PhD EC or as the PhD Program Directors may be on 9 month contracts summer obligations for PhD program governance and policy development, review, and progression will be limited. Major, substantive, changes to program policies and procedures should occur during the academic contract year.*



Approved by CRCS Executive Council: 4/9/2019

Approved by CRCS faculty: 4/16/2019