

School Procedures of the University of North Texas Health Science Center	Chapter 15 – School Procedures Student Affairs, Education, and Funding
15. XXX SBS - Responsibilities for Departing Faculty and Their Graduate Students	

Procedure Statement.

Departing faculty who are leaving UNTHSC are responsible for contacting the Department Chair, Assistant Dean for Graduate Education and Admissions, and Discipline Director to discuss the status of any graduate students they mentor.

In addition, departing faculty are responsible for completing the arrangements for their graduate students, which should be started as soon as a departure date has been established, ideally 90 days before departure, to allow for coordination with the SBS Office of Academic and Student Services, HSC Office of Student Affairs, Office of Research Compliance, and Office of Sponsored Programs.

Application of Procedure.

This procedure applies to all SBS faculty who are major professors on dissertation or thesis committees and graduate students enrolled in the traditional MS or PhD programs in SBS.

Procedures and Responsibilities.

1. For doctoral students currently being advised by a departing faculty member:

These students will need to decide whether to

- move to the new institution with their current major professor and transfer, becoming a student of the new institution;
- remain at HSC, and identify a new SBS faculty member to serve as their major professor.

2. For departing faculty who have graduate students moving with them to a new institution:

A departing faculty may currently be a major professor advising a graduate student planning to transfer with them to their new institution.

In this case, the departing faculty is responsible for investigating the transfer credit options to determine the impact on their student’s time to degree completion. In addition, they are responsible for creating a clearly defined plan for how those students will continue to be advised and supervised at the new institution.

3. For departing faculty who have graduate students who will remain at UNTHSC:

If a departing faculty is currently a major professor advising any remaining graduate student(s), it is their responsibility to create a clearly defined plan for how those students will continue to be advised and supervised after the faculty leaves. The plan should include specifications about:

- the student’s degree plan,
- a major professor who will be nominated to assume the mentoring responsibilities of the student(s),
- a source of funding to cover their tuition and stipend costs through the remainder of their enrollment at HSC,
- the lab spaces in which the work is to be done,
- any equipment or other resources needed to complete the project(s),
- and a source of funding for any necessary research supplies.

Departing faculty may contact the Associate Dean for Graduate Education and Admissions for assistance in completing the plan. Transferring research equipment to a new institution will require a department chair review of the needs of the graduate student(s) who are remaining at UNTHSC.

a. Departing faculty responsibility to their funded graduate students who remain at UNTHSC:

For departing faculty funding graduate students through extramural grants, these funds are expected to be used to support all students remaining at HSC, including tuition, stipends, and research supplies, either through a subcontract to HSC or as employees of their new institution.

Departing faculty who leave funded graduate students behind must also identify a major professor who will serve on the student's advisory committee and cover any research costs through the remainder of their enrollment at HSC.

Departing faculty who leave funded graduate students behind are eligible to apply for Associate Member status in the graduate faculty of SBS if they have previously obtained an appointment as Adjunct Faculty. Faculty who leave HSC with Associate Member status may remain on a student's committee as a co-major professor.

b. Responsibility of unfunded graduate students who remain at UNTHSC:

If the departing faculty is unfunded or cannot provide funding support to continue the research of any graduate students who have not completed their research proposals, they will be given every assistance in finding a new major professor.

Because of each departing faculty's unique situation, historical approaches for student support will not be considered relevant to a specific situation. No graduate students are guaranteed that they will be able to complete a research project they started. In the case of a departing faculty, they may be required to change their research projects.

These students must perform at least one formal laboratory rotation (BMSC 5150) before selecting a new major professor. Until a new major professor is identified, the department chair of the departing faculty is responsible for the tuition and stipends of graduate students whose departing faculty are unfunded.

c. Departing faculty responsibility to unfunded graduate students who remain at UNTHSC:

If no extramural funding is available, unfunded departing faculty may seek research funding from SBS, if available, for graduate students who have advanced to candidacy, completed a dissertation research proposal, and whose research projects are close (i.e., less than one year) to completing their degree (as indicated by their advisory committee reports) to complete their dissertation projects.

To continue the unfunded research project of the remaining graduate student, the departing faculty member must transfer the student to a new mentor who has the funds to complete the student through the remainder of their enrollment at HSC.

If no new mentor can be found who is willing to sponsor the research, the departing faculty with unfunded graduate students must submit a research proposal for bridge funds with a timeline, budget, and justification to the Department Chair and Dean for review before any amount can be approved up to a limit of \$5,000.

Departing faculty who leave unfunded graduate students behind are eligible to apply for Professional Affiliate status in the graduate faculty of SBS, but not Associate Member.

4. Responsibility of the SBS Dean's Office:

The Dean's Office is responsible for generating a formal MOU to document the arrangements agreed upon with the departing faculty, the Department Chair, the Assistant Dean of Graduate Education and Enrollment, and the Dean.

References and Cross-references.

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Revised: