

PhD Survival Guide for Faculty

2021–2022

Grades

1. **Due date:** Grades for students other than graduates are due no later than 2 weeks after graduation. Grades for ThM graduates are due the Monday before graduation, so graduates should present papers before this deadline.
2. **Grading Scale**

Credit seminars: A, B, or C. C is a failing grade that requires notifying the ReDOC office. *No grade lower than C can be given for a seminar.*

Credit colloquia and RDOC workshops: P or F

Audits: S (satisfactory)

Inactive, Writing Candidate: E (ongoing course). After successful defense and final copy submission, the ReDOC office will add P for a successful defense and document.

Program Examinations

1. **Application:** Students must apply for qualifying and oral exams by completing the exam application form on the Program Materials page. When you sign and date an application form, be sure to keep a copy as your record of the student's seminars and papers.

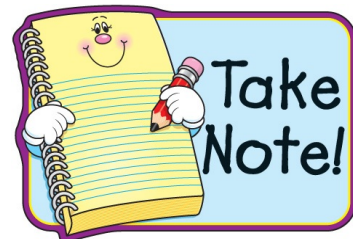
Qualifying application due date: November 1 for January, April 1 for July
Next exam: January 6–8, 2021

Oral exam application due date: 2 weeks prior to the exam

Due dates are deadlines for submission to the ReDOC office. Students should be talking to their faculty advisors or chairs well before these deadlines.
2. **Rubrics:** Point the student to the appropriate evaluation rubric on the Program Materials page.
3. **Report Form:** Report the exam result to the ReDOC office on the appropriate exam form on the Program Materials page. Qualifying exam results are due by noon on the Thursday prior to the first day of the semester.

Program Materials Web Page

- **PhD manual**
- **ReDOC News**
- **Applications**
 - Qualifying and oral exams
 - Directed study
 - Institutional Review Board review
 - Southern Baptist Doctoral Teaching Program
 - Graduation (ThM and PhD)
- **Evaluation Rubrics**
 - Teaching in Higher Education presentation
 - Research proposal
 - Oral exam
 - Prospectus
 - Dissertation



- **Report Forms**
 - Qualifying exam
 - Research proposal approval
 - Oral exam
 - Prospectus approval
 - Dissertation review



New Deadlines

- Drop-add: July 15, December 15 (PhD students can still drop/add but they must pay the fee and get professor approval to add)
- Prospectus approval: by the beginning of the fourth semester after ReDOC review and by the end of the 6th year in the program.

PhD Schedules Web Page

The latest information on class meeting dates, times, and locations can be found here. When you email syllabi (word processing version required) to the ReDOC office, we link them to course titles on the schedule. **PhD syllabi are due 2 months before the beginning of the semester.** *If the name of your course does not have a hyperlink on the online PhD schedule, we do not have your syllabus.*

Oral Exams

No later than 2 weeks before the exam, you must reserve a room and let ReDOC know on the student's exam application form. Conference rooms are reserved through the Provost's office, and CIV rooms are reserved through the CIV department.

PhD Program Initiatives

The biennial PhD program assessment led to adoption of the following initiatives.

1. Clear **communication of expectations** to students regarding
 - Course assignments
 - Program examinations
2. Improved **feedback** on
 - Papers
 - Presentations
 - Class participation
3. Focus on **research**
 - Syllabus statement that papers meet standards for submission to academic societies
 - Encourage students to attend and submit papers for regional, national, and international academic society meetings
 - Faculty involvement in ongoing research
 - Inviting students to contribute to faculty research
4. Increased **teaching opportunities** for students
 - Mentoring students teaching contract courses
 - Scheduling students without contract courses to teach class session(s)

Supervising Students

Early in the fall, check on students whose committees you chair. Email the ReDOC office if the students do not respond to you.