

## PROCEDURES FOR SUBMISSION OF REQUESTS

### FOR APPROVAL FOR FACULTY MEMBERS TO DIRECT DOCTORAL DISSERTATIONS

1. All submissions should be made by the department head of the academic unit or the director of the program where applicable in which a doctoral program is administered.
2. Refer to the Bylaws of the Credentials Committee for information on requirements for voting and on materials to be presented for each request.
3. Submit the request electronically by email to the Graduate School staff liaison to the Credentials Committee at [kayreed@utk.edu](mailto:kayreed@utk.edu) at least one week prior to the scheduled Credentials Committee meeting. A calendar of submission deadlines is available on the Graduate Council web page.
4. Attach a cover letter from the department head for each faculty request. The cover letter should include:
  - For probationary tenure-track faculty members – a vote of the tenured faculty in the department and a statement of support from the department head.
  - For requests of continuing approval for tenured faculty members – a statement of support from the department head and a statement of the department's standards for performance by tenured faculty members. See item #3 in the Credentials Committee Bylaws for other required materials (a, b, c, and d). The letter of support is item e.
  - For requests of non-tenure track faculty members – a statement of support from the department head, a voting record on the request from the tenured faculty, and the required materials listed in item #4 in the Credentials Committee Bylaws (a, b, c, and evidence of participation in graduate training).

### FOR ONE-TIME APPROVAL FOR FACULTY MEMBERS TO DIRECT DOCTORAL DISSERTATIONS

1. All submissions should be made by the department head of the academic unit in which a doctoral program is administered.
2. Submit the request electronically by email to the Graduate School staff liaison to the Credentials Committee at [kayreed@utk.edu](mailto:kayreed@utk.edu). Include a c.v. of the faculty member along with the cover letter:
  - The name of the student to be mentored by this faculty member.
  - The names of the other dissertation committee members working with the faculty member.
  - A justification statement about why a one-time approval would be appropriate for the student.