

**Graduate Recruiting Committee Rules (Vers. 2.0: 8/28/19; Vers. 2.1: 8/11/21):**

**Composition and Election:** The S&T Department of Chemistry Graduate Recruiting Committee (GRC) shall have up to five members representing the five divisions (Analytical Chemistry, Biochemistry, Inorganic Chemistry, Organic Chemistry, and Physical Chemistry).

Each division selects its representative to the Graduate Recruiting Committee. Committee members shall serve 3-year terms. Each 3-year term starts on August 1 and ends on July 31. Each committee member may serve up to two consecutive terms. The division may select an alternate representative on a yearly basis as desired.

Division with small numbers of faculty may choose co-representation with another division. Co-representation will be reviewed annually at the beginning of fall semester. There must be at least three GRC members.

The committee selects the GRC chair in the first meeting in the fall semester. Eligibility to chair the committee requires that the committee member has previously served two full years on the committee. This will be a strong requirement to guarantee continuity.

**Creation of the Graduate Recruiting Committee in FS19:** The committee members in AY17/18 and AY18/19 were Dr. Switzer, Dr. Nath, and Dr. Choudhury of the Inorganic Chemistry Division, Dr. Reddy of the Organic Division, and Dr. Wang representing Biochemistry. At most three of the current committee members may continue to serve. At least two of these current members should continue to serve on the committee; one for at least one more year (and up to three more) and one for at least two more years (and up to three more) so that there will be a GRC chair in his/her third year of committee membership. The Divisions of Physical Chemistry and of Analytical Chemistry need to nominate their representatives to start 3-year terms.

**Committee Meetings in Fall Semesters:** The Graduate Recruiting Committee shall meet on every second Wednesday of the month in the months of **August, September, October, November** and **December**. Note that domestic admissions close December 15 and that international admissions close on November 15. As needed, additional meetings may occur on the fourth Wednesday of those months.

**Committee Meetings in Spring & Summer Semesters:** The Graduate Recruiting Committee shall meet on every second Wednesday of the month in the months of **February, March, April, May,** and **June**. Note that domestic admissions close July 15 and that international admissions close on June 15. As needed, additional meetings may occur on the fourth Wednesday of those months.

**Committee Work on Review of Applications:** The GRC chair or the GRC's administrative assistant will call each meeting using Outlook Calendar at least fourteen business days before the meeting or, preferably, all at once for a given semester. The GRC chair will work with the GRC's administrative assistant to reserve a meeting room. The GRC chair will send email reminders to all committee members at least three business days before each scheduled meeting. The GRC chair shall include in these scheduling actions the names of all the application files, which will be reviewed.

The review of the applications shall involve all relevant faculty. All faculty will have access to SLATE so that they can review relevant applications and write comments. It is the function of the Graduate Recruiting Committee to ensure that all faculty will be alerted to applicants that might be of potential interest to this faculty.

SLATE training for faculty of the Department of Chemistry will be arranged on the third Wednesday of August (or very close to this date) and on the third Wednesday of February (or very close to this date).

The GRC's administrative assistant will arrange the SLATE training and inform the faculty about these events.

The review of the applications shall be timely. Decisions are to be made within six to eight weeks after receipt of the application. Early applications are not to be held in hopes that a stronger applicant might apply later. Strong candidates tend to be proactive and apply early.

Offer letters will be written within one week after the decision by the Graduate Recruiting Committee. Each applicant will be allowed the same time to respond, four weeks.

The selection of applicants shall focus on candidates whose educational background and prior research experience suggest a high potential to perform innovative quality research.

The selection of applicants must consider the availability of open positions in the labs of colleagues. The department seeks balance in its support of graduate students. Tenure-track faculty before tenure may accept as many graduate students as they wish (and/or as specified in the faculty's offer letter). As a general rule, tenured professors and NTT research professors can support no more than two graduate students on GTA/GA support unless they contribute significantly to graduate student support during the academic year. To earn every additional GTA/GA line, the faculty needs to demonstrate the ability to support graduate students as GRA during the academic year. The department office keeps track of the rolling averages of GRA *versus* GTA/GA support per group over the last three years and the Graduate Recruiting Committee will have access to this data.

$$\text{Maximum No. of GTAs / faculty} = 2 \text{ GTAs} (@50\% \text{ FTE}) + 1 \times [\text{No. of externally funded GRAs} (@50\% \text{ FTE})]$$

A research group has an open position for a new graduate student only once the average graduate student support ratio  $GSSR = N(\text{GRA})/[M(\text{GTA/GA})+N(\text{GRA})]$  ratio exceeds the desired threshold ( $> 0.25$ ). In any 3-year period, a group with three graduate students requires 2 externally funded GRA semesters.

Example #1: Two graduate students over three years without GRA support during the academic years gives  $GSSR = 0$ . One position open only if the group commits existing funds to maintaining the  $GSSR$  ratio above 0.25 over every following academic year, i.e., by GRA support of one student each semester.

Example #2: Three graduate students over three years with two semester of GRA support among the three students gives  $GSSR = 0.25$ . One position open only if the group commits existing funds to maintaining the  $GSSR$  ratio above 0.25, that is, paying two students as GRA every semester until one of the four graduates.

**Addition to Version 2.1:** Faculty must make every effort to support all of their graduate students for three months during the summer (and for two months at the very least). The ability to demonstrate summer support for at least three years is required to serve as research adviser to any graduate student in the Ph.D. program.

**Committee Work on Definition and Posting of Admission Requirements:** Graduate Admission Requirements are posted online at <https://chem.mst.edu/academic-programs/graduate-programs/desiderataforchemistrygraduatestudents/>. The Graduate Recruiting Committee shall review the admission requirements every year in their **September** meeting. Specifically, the Graduate Recruiting Committee is charged with drafting a response to any recommendations for changes in admission criteria. Any changes in admissions requirements need to be reported to the faculty in the October or November faculty meeting. Such changes also need to be reported to the department's web masters so they can update the department web site.

**Committee Work on Building Relations with Neighboring Universities:** In SP19, the department created an Excel database from scratch that contains the addresses of the chairs of the chemistry departments of all kinds of colleges and universities in Missouri and all of its surrounding states, Kansas, Nebraska, Iowa, Illinois, Kentucky, Tennessee, Arkansas, and Oklahoma. This database is kept in the Department Office and it needs to be updated every year by the time of the **March** meeting.

In SP19, the department created a Word file that lists “Topics of Faculty Presentations” for the academic year. Faculty willing to engage in graduate student recruiting trips are asked to provide 2-3 titles of talks. These are recruiting trips and faculty ought to select titles that inspire interest among broad audiences. This database is kept in the Department Office and it needs to be updated every year by the time of the **March** meeting.

Between March 15 and April 15 of every year, the department office will send a package by mail to all of the departments listed in the Excel database to recruit graduate students. This package will contain a cover letter from the Chair of the Department, a hardcopy of the annual *Newsletter*, a list of “Topics of Faculty Presentations”, and details about the graduate admission process.

Between August 15 and September 15 of every year, the department office will send a package by email to all of the departments listed in the Excel database to recruit graduate students. This package will contain a cover letter from the Chair of the Department, a PDF of the annual *Newsletter*, and details about the graduate admission process.

**Committee Work on Organizing Department of Chemistry Sponsored Faculty Recruiting Travel:** We are aware that many departments do not have a budget to cover the expenses associated with the visit by an external speaker. Hence, the cover letter to department chairs includes an offer that S&T’s Department of Chemistry will cover all expenses associated with up to ten invited presentations per fall semester and perhaps a few more in the spring semester. It is recommended that the GRC Chair / Record Keeper handle requests for speakers observing the following rules (a sample XL file will be provided).

**Rule 1:** All requests sent to the chair of the department or any of the faculty will be collected by the Chair of the Graduate Recruiting Committee.

**Rule 2:** All preferred speakers named in the request will be informed.

**Rule 3:** If requests include a ranking, the preference ranking will be honored in case several colleagues are interested.

**Rule 4:** Once a requested speaker accepts a request, the record keeper is informed, and a record is made in Column J.

**Rule 5:** From here on, all business is directly between the host and the invited colleague.

**Rule 6:** Once the date is decided for an accepted request, the record keeper is informed, and a record is made/updated in Column I.