

Definitions

Faculty-Administrator: A member of the UC Davis faculty who has administrative responsibilities in Graduate Studies (e.g. Dean, Associate Dean, Faculty Assistant to the Dean)

Mentee: A UC Davis graduate student for whom a Faculty-Administrator serves as Major Professor, member of an advanced degree committees (e.g. QE, thesis, dissertation), or other form of mentor.

Context

It is important for Faculty-Administrators to remain engaged in graduate education and to mentor graduate students, participate in advanced degree committees (e.g. QE, thesis, dissertation), and serve as Major Professor. However, these Mentees must be treated fairly and be provided the same access to advising, problem resolution resources, and education and funding opportunities independent of the fact that their mentor serves as a Faculty-Administrator in Graduate Studies.

Purpose

Pre-emptively address and avoid situations in which a Faculty-Administrator in Graduate Studies would be called upon to make a decision regarding a Mentee.

General Principle

Faculty-Administrators in Graduate Studies will recuse themselves from any Graduate Studies decision-making process regarding their Mentees as soon as they become aware of it.

Specifics

- *Requests, Petitions for Exceptions, Admission Waivers, Appeals*

Requests that are routinely processed by student affairs officers, for which they use a signature stamp, will continue to be processed in the same manner.

Decisions that require the direct intervention of a Faculty-Administrator (i.e. wet signature on a petition for exception, admission waiver, or appeal) and concern one of the Faculty-Administrator's Mentees will be routed to one of the other Faculty-Administrators.

- *Advising*

Should a dispute or conflict arise between a Mentee and a Faculty-Administrator, for which the typical recourse would involve that Faculty-Administrator, the Mentee will be directed to another Faculty-Administrator. Appropriate confidentiality will be maintained.

A graduate student mentored by a close collaborator of a Faculty-Administrator, and experiencing an advising dispute or conflict for which the typical recourse would involve that Faculty-Administrator, will be directed to discuss the dispute or conflict with another Faculty-Administrator.

- *Fellowships, Awards*

No Faculty-Administrator will make an authoritative decision about a fellowship or other award for one of his/her Mentees. The Faculty-Administrator will disclose such conflict of interest to the selection committee and, if appropriate, recuse himself/herself from the selection committee membership.