Procedures and Guidelines for Ph.D. Fields with Students Chaired by Cornell NYC Tech Appointed Faculty (for Fields within the Graduate School)

This memo outlines the operational procedures and guidelines for fields that regularly have Ph.D. students who are chaired by Ph.D. advisors with formal academic appointments at Cornell NYC Tech.

1. **Coordination of Course Offerings.** The Chair/Director of the Department/School with primary responsibility for administering the graduate field and the Vice Provost/Dean of Cornell NYC Tech will coordinate the Ph.D. course offerings on each campus, with the goal of providing the best mix of Ph.D. courses for students on both campuses. These efforts will include supporting and encouraging the appropriate use of both local and remote delivery means.

2. **Support for First Year Students.** Cornell NYC Tech will provide support for the proportion of first-year students that approximately corresponds to the proportion of non-first-year students that are located at Cornell NYC Tech, with teaching assistantships for courses offered at Cornell NYC Tech, with graduate research assistantships funded by faculty appointed at Cornell NYC Tech, and possibly with fellowships if such funds are available. For fields where first-year students normally spend time in Ithaca, the duties required of the students must be able to be performed from Ithaca.

3. **Cornell NYC Tech Faculty Teaching in Ithaca.** It may be beneficial for faculty from Cornell NYC Tech to undertake their assigned Ph.D. teaching in Ithaca, as approved by the Vice Provost/Dean of Cornell NYC Tech and the Dean(s) and Chair(s)/Director(s) of the corresponding academic unit(s) in Ithaca. When so desired by the faculty member, this will be facilitated by the Vice Provost/Dean of Cornell NYC Tech and the Dean(s) and Chair(s)/Director(s) of the hosting academic unit(s) in Ithaca. Depending on the research and other activities of the faculty member in such a semester, it is expected to often be appropriate for their salary to remain paid by Cornell NYC Tech, as determined by the Vice Provost/Dean of Cornell NYC Tech and the Dean(s) and Chair(s)/Director(s) in Ithaca.

4. **Cornell NYC Tech Campus Mission.** It is expected that while located at Cornell NYC Tech, Ph.D. students will generally participate in the entrepreneurial and public engagement activities of the campus.

5. **Tuition.** The appropriate university research degree tuition rate will be applied to Ph.D. students; they are not eligible for In Absentia status whether based on the Ithaca campus or the NYC Tech campus, per the Code of Legislation of the Graduate Faculty.

Dated: March 25, 2013