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## DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

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<b>Procedure Number:</b>	<b>ISyE P11.3</b>
<b>Page:</b>	<b>1 of 5</b>
<b>Subject:</b>	<b>Departmental Expectations Regarding Graduate Students Engaged in Research and their Faculty Advisors</b>
<b>Supersedes:</b>	<b>N/A</b>
<b>Written by:</b>	<b>ISyE Academic Affairs Cluster</b>
<b>Approved by:</b>	<b>ISyE faculty</b>
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### **1. Purpose:**

The purpose of the following document is to define the expectations of graduate students engaged in research (typically PhD students and research-option MS students) and their faculty advisors. The goal is to provide expectations that ensure the department has a positive culture and that encourages graduate students and faculty members to treat everyone in the department with respect and dignity.

### **2. Scope:**

This procedure applies to both full-time and part-time Industrial and Systems Engineering (ISyE) graduate students and faculty, and addresses the departmental policies, which apply in addition to the regulations of the Graduate School and the guidelines of the College of Engineering.

### **3. Related Procedures and Other Documentation:**

<u>Procedure No.</u>	<u>Description of Procedure</u>
ISyE P 08.1	Department Policy for Qualifying Examination Requirements in Industrial and Systems Engineering
ISyE P 11.1	Criteria for Satisfactory Academic Progress as a Graduate Student in Industrial and Systems Engineering
ISyE P 14.1	Departmental Policies Governing the PhD Degree in Industrial and Systems Engineering and PhD Minor Requirements for Non-IE Majors
ISyE P 16.1	Department Policies Governing the M.S Degree in Industrial & Systems Engineering

### **Other Documents**

Graduate assistantship policies and procedures: <https://hr.wisc.edu/policies/gapp/>

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#### **4. Mutual and department expectations**

- 4.1 Advisors and students will carry out their respective responsibilities with the aim of performing research at the level of a world-class university in an honest and ethical manner. Advisors are expected to provide guidance to students on what constitutes honest and ethical research.
- 4.2 Advisors and students should work together to meet departmental time-to-degree expectations. ISyE Policy 14.1 includes the specific timeline requirements. PhD students should aim to complete their preliminary exam at least one year prior to their final oral defense.
- 4.3 For PhD students entering in Fall 2019 semester or later, assistantship support will be provided for 5 years for those entering with a bachelor's degree, and 4 years for those entering with an MS degree, provided the student is making satisfactory academic progress according to the ISyE Policy 11.1 and the Graduate School's policies. After this period, an assessment of the student's academic progress will be conducted every semester, following the procedures in ISyE Policy 11.1, section 5. Students can expect their assistantship support to continue as long as they are found to be making adequate progress.

#### **5. Expectations of faculty advisors**

- 5.1 For a PhD student admitted with a departmental funding guarantee, the advisor commits to provide financial support for the duration of the student's funding guarantee in the form of a research assistantship or teaching assistantship, assuming satisfactory academic progress. The process for determining if a student is meeting satisfactory academic process is described in ISyE P 11.1. Since all research is unique, what constitutes satisfactory progress will necessarily vary by research area and advisor.
- 5.2 Advisors will provide an intellectual environment that is conducive to research and graduate education at a level consistent with a world-class university. This includes providing an environment that is welcoming to all students, provides opportunities to learn and conduct research, and is free from hostile and intimidating behavior, bias, harassment, etc.
- 5.3 Advisors will communicate on a regular basis with students regarding the progress of their research, including praise and constructive criticism as appropriate, always with the aim of educating the student to become a leading researcher in their field. At a minimum, advisors will provide feedback annually via the Graduate Online Assessment and Achievement Learning System, but more frequent feedback is encouraged.
- 5.4 Advisors will communicate on a regular basis (at least annually) with students regarding their professional development.

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- 5.5 Advisors will clearly communicate, written or verbally, the meeting and working hours expectations they have of students working with them. Assistantship positions do not formally include vacation. However, advisors may allow students working with them some time off, and should communicate to their students their expectations for time off.
- 5.6 Advisors will communicate to students their expectations for supporting students travel to academic conferences.
- 5.7 Advisors will recognize students for their contributions to a research program. Typical forms of recognition include authorship/co-authorship of journal and conference publications and reports, and supporting students to present research findings at professional meetings and conferences when possible. Advisors should clearly communicate to their students the contributions that are expected in order to be considered a co-author on a publication.
- 5.8 Advisors will provide the students working with them with the resources required to conduct the research they are being supported to conduct, including a safe and clean working space, necessary equipment, necessary software, etc.
- 5.9 Advisors shall only instruct graduate students to perform tasks that are directly relevant for their assistantship appointment. Advisors may suggest additional tasks that are directly relevant for the pursuit of the student's degree or professional and career development. Advisors will follow the graduate school policies on RA appointments (<https://grad.wisc.edu/documents/research-assistant/>)
- 5.10 Advisors recognize that students are allowed to change their faculty advisor and advisors will not hinder the academic progress of a student who changes advisors. An advisor's responsibility to provide financial support for a student ends if a student changes to a new advisor. Advisors will not retaliate in any way against students who choose to leave their group.

## **6. Expectations of graduate students**

- 6.1 Students will take primary responsibility to inform themselves of and conduct themselves in accordance with the Graduate School's policies and procedures, specific program requirements, and standards of performance established by faculty and articulated in departmental graduate student handbooks. Graduate school academic policies and procedures can be found on their web site: <https://grad.wisc.edu/academic-policies/>. The program requirements are available in the Guide: <https://guide.wisc.edu/graduate/>. The department handbook is available on the department web site and in a student's Box folder.
- 6.2 Students will recognize that as graduate students at Wisconsin, their efforts are rewarded both financially through their assistantship position, and educationally through credits earned and their general professional preparation. Accordingly, they will devote an appropriate amount of time and energy toward achieving academic excellence and earning their advanced degree. According to UW-Madison guidelines, a 50% assistantship amounts to an average of 20 hours of work per week. This does not

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include time spent on courses or tasks related to research credits.

- 6.3 Students will take responsibility and ownership of their research projects. To complete a PhD, students will demonstrate the ability to independently plan and execute research, and disseminate that research in both oral and written forms, including by peer-reviewed publications.
- 6.4 Students with assistantship positions should:
- expect that coursework and assistantship duties amount to a full-time professional commitment,
  - consult faculty advisors for guidance on course loads that are commensurate with assistantship responsibilities,
  - complete training and deliverables as required by funding agencies,
  - coordinate, in advance, workload adjustments to accommodate temporary periods of intense coursework activity,
  - and coordinate absences and vacations with their faculty advisors in advance.
- 6.5 Students will communicate regularly with faculty advisors on matters related to research, academic progress, concerns, and problems they are encountering. Students will complete their self-assessments in the Graduate Online Assessment and Achievement Learning System each year.
- 6.6 Students will take the initiative to pursue appropriate professional training programs, seminars, mentors and courses that will enhance their professional development. Before participating in programs or activities with a substantial time commitment, students will consult with their advisor.
- 6.7 Students are expected to inform the faculty advisor and the department graduate program coordinator of any leaves of absence that may be needed, as well as their date of departure and expected date of return.
- 6.8 Students will work with faculty to agree prior to submission of scholarly contributions (e.g., papers, abstracts of presentations) upon authorship positions or acknowledgements commensurate with levels of contributions to the work.
- 6.9 Students are expected to check with their faculty advisor before submitting an abstract to a conference or otherwise making plans for research-related travel.
- 6.10 Contribute, to the extent possible, to the discourse of the scholarly discipline through presentations, publications, collaborative projects, and other means.
- 6.11 Graduate students are expected to contribute to a research environment that is inclusive and welcoming to other students and staff. Graduate students are also encouraged and expected to report incidents of hostile or intimidating behavior, bias, harassment, etc. by their advisor, faculty, students, staff or any person. Such incidents can be reported to the ISyE Associate Chair for Graduate Affairs or the College of Engineering Assistant Dean for Graduate Affairs.
- 6.12 Changing advisors during the graduate program may be necessary due to changes in a

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student's interests. To change advisors, a student should first obtain approval from their potential new advisor. The change is then implemented by the student submitting a request to change their advisor to the Graduate Coordinator. Students planning to change their advisor are expected to inform the current advisor of their pending departure with as much advance notice as possible. If a student's change of advisor is a result of hostile or intimidating behavior, bias, harassment, etc., from their current advisor, the Associate Chair for graduate studies will work with the student to assure their funded appointment is adequate for the student to make progress in their degree, in particular with preference for a research assistant appointment over a teaching assistant appointment.

**End of Procedure**