



Geophysics Administrative Guide

- 1.1 Internal Graduate Fellowships.** Fellowship stipends are financial aid, not salary. Funds for internal graduate fellowships come from school and department endowment and gifts. Annual fellowship allocations are made according to the following guidelines:
- a) Each faculty member (i.e., each full billet) shall receive 4 quarters of fellowship support per year. Faculty members may use their annual allocation for new or continuing students for whom they are the research or academic advisor. Fellowship allotments may not be banked or carried forward.
 - b) A faculty member may use any part of their 4-quarters of fellowship support to supplement other support that their student receives, e.g. teaching assistantships, outside scholarships. In this case, the number of used fellowships is equal to the amount provided from fellowship funds divided by the total financial package received by the student.
 - c) The department chair may award a Chair's Fellowship (up to 3 quarters) to a continuing student working with two or more research groups. Annual Review Committees must submit nominations each Spring quarter following annual reviews. Nominations or supporting letters must be received from all members of the student's annual review committee (including the advisor). In addition the student must submit a statement (approximately one page in length) describing how they plan to interact with the two or more research groups and explaining how the interaction with the groups will benefit their research. The deadline for all material is the last day of exams spring quarter. At the end of the year, the fellow writes a report and gives a short presentation to the faculty.
 - d) **Diversity Fellowship:** The department chair may award a Chair's Fellowship (up to 3 quarters) to a student who is a member of an under-re-presented minority group. The Geophysics Department has adopted to guidelines of the Vice Provost for Graduate Education in awarding our Diversity Fellowship. The goal of diversity programs administered by the VPGE is to obtain the educational benefits of broadening the participation at Stanford of domestic groups under-represented in research universities. These programs will involve current and prospective graduate students who are U.S. citizens or permanent residents and who belong to traditionally under-represented groups. For these purposes, these groups include students who are American Indian/Alaskan Native, Black, Latino, Pacific Islander (native of Hawaii, Guam, Samoa), disabled, female (in disciplines in which they are under-represented), from families of low socioeconomic status, first-generation college attendees, and others who would add diversity (broadly defined) to our graduate student population. The university adheres to measures that increase diversity broadly defined. It is illegal to restrict such funds or measures solely on the basis of race. It is legal to give preference in diversity programs to certain groups that are particularly under-

represented in the discipline.

- e) Gift funds that are earmarked for student fellowships and exceed 2 quarters of support will be matched by the department and awarded to a student identified by the fellowship and awards committee.
- f) Only geophysics students making acceptable degree progress and in “academic good standing” are eligible for department fellowships.

The department fellowship pays a stipend plus tuition for 8-10 units per quarter. Funds remaining after the priorities listed above have been satisfied will be awarded at the discretion of the Chair, first to students with financial need, then on a case-by-case basis as supplemental support for external fellowships and scholarships (see Paragraph 1.2).

1.2 External Graduate Fellowships and Scholarships. Extramural fellowships or scholarships will be applied to meet the graduate student stipend and tuition. In some cases, at the discretion of the faculty advisor and dependent on the availability of flexible funds to do so, a bonus of up to \$4,000 per year may be given to a student to acknowledge his/her effort. These funds can be paid directly to the student. Alternatively, faculty may choose to increase the proportion of pay in the summer months (a possible range from 50% to 90% exists) to benefit the student.

We trust that students will inform the department chair or manager if they receive such fellowships or scholarships directly from the external funder.

Financial awards and prizes for academic excellence from external groups may be accepted by students and used for personal or research needs, as per the requirements of the donor.

1.3 Student Stipends and Salaries. The School of Earth Sciences has approved the below salary scale for geophysics graduate students: (1) pre-QE (qualifying exam) fellows and student assistants; and (2) post-QE fellows and student assistants. Salaries and stipends may change annually. For 2007/08, the following rates apply:

Fellowship (Pre-QE)	\$7966
Fellowship (Post-QE)	\$8332
Research Assistant (Pre-QE)	\$7966
Research Assistant (Post-QE)	\$8332
Teaching Assistant (pre-QE)	\$7966
Teaching Assistant (post-QE)	\$8332

1.4 Graduate Student Assistants. Graduate student assistantships are a form of student employment, earning both salary and tuition allowance for research or teaching. For more information about the appointments, see Administrative Guide Memo 24.2 (1 Sept 2005).

1.4.1 Teaching Assistantships. The Student Services Officer processes these appointments. Students who take a course for credit may not work as the teaching assistant for the same course. Instructors and students seeking teaching assistantships should submit requests by mid-term of the quarter prior to the beginning of the course.

Lecture-only courses with 10 or more students are eligible for one department-paid teaching assistantship. This assistantship can take the form of a Course Assistant (not counted towards TA requirement) or Teaching Assistant. Teaching Assistants are required to do in-class teaching, however they should not give more than 50% of the lectures during a quarter. Requests for additional assistants require approval of the Department Manager, e.g., for courses with extensive labs, fieldwork, or other special needs.

Funds can be used from our TA allocation from the Dean's Office to support students assisting faculty with course development. This work can take place in any quarter. Students can be paid either through a TA appointment or through an hourly appointment. Course development does not count towards the TA requirement.

All Ph.D. students are required to be appointed as a quarter time Teaching Assistant for two quarters. Students may enroll in the optional GEOPHYS 399 class during their appointment. As defined in the Administrative Guide Memo 24.2, a Teaching Assistant works with a faculty member who has primary responsibility for a course, or assists a group of students in several courses.

Duties include, but are not limited to:

- a. Preparing for class sections and/or laboratories where new material may be presented.
- b. Presenting material in classroom or lab setting.
- c. Marking and/or grading some portion or all of the exams or papers (but not independently assigning the final grade).
- d. Holding regular office hours.

1.4.2 Research Assistantships. The Student Services Officer processes these appointments. Research Assistants work on research projects under the supervision of a faculty member. Research Assistants are typically paid from external grants and contracts, but may be paid from internal sources as well. Research Assistants work no more than 20 hours per week, Summer Quarter exempt.

1.5 Postdoctoral Scholars. The Student Services Officer processes these appointments. Postdoctoral scholars are trainees in residence pursuing advanced studies beyond the doctoral level in preparation for an independent career. Appointments are generally restricted to those who have earned their Ph.D. degrees within the last three years and may not exceed a total of five years, including cumulative experience elsewhere. Salaries should be higher than TGR Graduate Students and should follow Stanford minimum salary guidelines based on years of experience. Salary and office space for postdocs needs to be pre-approved by the Department Manager three months prior to advertisement placement or offer is made. All approved postdocs must have proper appointment paperwork and legitimate visas.

1.6 Academic and Research Advisors. The department recognizes both academic and research advisors. In most cases, the same faculty member serves both roles. The distinction becomes important, however, when a geophysics student has a principal research advisor in another department.

1.61 Academic Advisor. Each Geophysics student must have an Academic Advisor who is a member of the geophysics faculty and the Stanford Academic Council. The Academic Advisor supervises the student's academic progress, conducts the Annual Review, and advises the student on department and university requirements for graduation. The Academic Advisor, in consultation with the student, chooses members of the student's Annual Review Committee. In most cases, the first-year Academic Advisor will evolve into the student's continuing Research Advisor.

1.6.2 Research Advisor. Each Geophysics graduate student must have a Research Advisor who is a member of the Stanford Academic Council. The Research Advisor is not required to be a member of the geophysics faculty. The Research Advisor is the principal dissertation advisor and is charged with supervising the student's research.

1.7 Annual Review. Annual Reviews will be conducted for all graduate students (including first-year students) at a meeting of the Annual Review Committee during Spring Quarter. The student is responsible for scheduling the meeting. Within two weeks following the Annual Review, the advisor must submit the Annual Review Report to the Student Services Officer. Requests for postponements of the Annual Review must be made by filing the appropriate form with the Student Services Officer. Detailed instructions for the Annual Review Report are provided with the review forms, available online and from the Student Services Officer. The review process is based on three items:

- a. The written Annual Review Report
- b. A meeting of the Annual Review Committee
- c. A review of the student's academic record

1.8 Annual Review Committee. Each student, in consultation with his/her Academic Advisor, must assemble an Annual Review Committee. The Annual Review Committee consists of three or more faculty members or senior academic staff. At least two of the three must be members of the Stanford Academic Council as well as members of the geophysics faculty. Participants from outside the Stanford community may be included with the department's prior approval.

1.9 Qualifying Examination and Qualifying Committee. The Ph.D. Qualifying Exam should be taken, and the application for candidacy filed, by the end of the second year in the graduate program. No exception is allowed for students who initially enter the M.S. program and subsequently transfer to the Ph.D. program. The student must assemble the Qualifying Committee of at least two Stanford Academic Council members who are also on the geophysics faculty. Requests for postponements of the QE must be made by filing the appropriate form with the Student Services Officer by mid-term of the sixth academic quarter. The request to postpone a QE must include an Annual Review Report for the current year, and the student must be in good academic standing.

1.10 Degree Progress. Specific details on University Policy on Minimum Progress can be found in the Stanford Bulletin, and in this Guide. Students not meeting the combined university and department requirements are subject to academic probation and dismissal from the graduate program. Students not making acceptable degree progress for two or more quarters are not eligible for department fellowships. To assist with progress tracking, on a quarterly basis, the Graduate Student Academic Advisor will review students' grades

1.11 Teaching by Non-Academic Council Members. Academic staff, postdocs, consulting and visiting faculty, and graduate students are encouraged to teach courses that address department needs and student interests. Approval by the Chair is required prior to offering or advertising such courses. A syllabus should be submitted to the Chair for approval at least one quarter prior to the anticipated start date of the course in order to allow sufficient time for feedback and approvals. Non-AC teachers will be appointed Lecturers.

1.12 Office Space. The Department Manager assigns student offices. Offices will be assigned on the basis of availability. The department will do its best to keep groups together, however this cannot be guaranteed. The Department Manager maintains a list of offices and their current assigns. Students wanting to move to a different office must contact the Department Manager. Offices are set up to hold three students per office or two postdocs/research staff.

1.13 Visitors All visitors require appointments and legitimate visas. The appointments need to be approved by the Chair and Department Manager. Faculty members must give the department manager three months notice of any visitors who need space. Visitors should not be invited until the department manager confirms space availability.

1.14 Mail Lists for the department are as follows:

gp-faculty@lists.stanford.edu
geophysicsstaff@lists.stanford.edu
gp-students@lists.stanford.edu
geophysicsall@lists.stanford.edu
gpresearch@lists.stanford.edu

Please send any list changes to Claudia Baroni at cbaroni@stanford.edu