



Dissertation and ADP Committee Selection Policy

The Chair is selected based on their ability to guide students through the dissertation process. It is the chair's responsibility to guide the student through the dissertation/ADP process, offering assistance and encouragement on an as-needed basis.

First professional degrees

All teaching faculty and involved practitioners possess a first professional or higher degree earned at an appropriately accredited institution in a related subject field and possess specialized knowledge and skills in the subject area, consistent with educational practices of other similar programs.

Professional Doctoral Degrees

All teaching faculty possess terminal degrees (e.g., professional doctoral degree or Ph.D.) earned at an appropriately accredited institution in a related subject field. Prior to enrolling students, the institution has in place a dedicated dean, director, or other academic officer with credentials.

Selection process of chairs:

1. Deans and CAO review resumes, publications, and expertise.
2. Deans and CAO assure that the faculty are qualified to serve as chairs or committee members.
3. The CAO or dean selects the chair and supports the chair to select committee members.
4. The director of student affairs coordinates the assignment.

The Chair's responsibilities include:

The Chair will determine when a document is ready for electronic review by the committee and will initiate communication amongst committee members. The candidate should avoid consulting the full committee for feedback without prior approval of the Chair.

- Familiarity with current dissertation/ADP policies and procedures.
- Advise the candidate from the proposal stage through the final defense of the dissertation/ADP.
- Guide the candidate to set a realistic timeline for completion of the dissertation/ADP.
- Responsibly assign the candidate a grade.
- Provide guidance on the research proposal structure, formatting, content and setting clear expectations for timely completion of the Proposal.
- Assist the candidate in navigating the IRB approval process.
- Prepare the candidate for the defense process.
- Communicate with the Committee

Responsibilities of the Committee Members

All members of the candidate's committee share responsibility in ensuring that the candidate produces high-quality scholarship. Committee members are responsible for reading manuscripts within the agreed-upon time frame, suggesting substantive editorial changes, and providing rationale for their support and critiques. Committee members who perceive major flaws that are likely to result in a candidate's unsuccessful defense should discuss these concerns with the candidate and Chair immediately.

Committee member's responsibilities include:

- In cooperation with the Chair, advising the candidate from the proposal stage through the final defense of the dissertation/ADP.
- Provide subject matter expertise as requested by Chair or candidate.
- Read drafts and providing meaningful feedback at each defense stage of the dissertation/ADP process
- Correspond with the Chair and candidate as needed for clarification/resolution of methodological issues during the dissertation/ADP process