PhD Dissertation Committee Member Roles and Responsibilities

Committee Formation

- Agree to join a student’s dissertation committee before the student is enrolled in NRPHD 744: Application of Theory Research. Utilize the 2-3 page concept paper to know if the scope and content of the dissertation matches your ability to provide mentorship for the project.
- Read and evaluate the dissertation defense proposal to determine if the student is prepared for the defense of the proposal.
- Participate in evaluation of the final paper for NRPHD 744 to decide if it is a pass/fail grade.
- Participate on the proposal defense committee to judge pass/fail of the dissertation defense proposal as an outcome of NRPHD 748 Proposal Development.

Committee Functioning

- Self identify to the dissertation chair the specific content expertise that can be offered to the student’s research project.
- Discuss with the student and the chair how frequently members will engage in the student's work, knowing that all should be in regular periodic contact.
- Discuss with the student and the chair the process for how the group members will monitor and provide feedback on the individual manuscripts. The dissertation chair, student, and committee members should agree on this procedure as well as authorship on the manuscripts as soon as possible after the student enters candidacy.
- Respond in a timely way to the student's communication.
- Review the draft sections of the dissertation in a reasonable amount of time, providing direction for improvement of the writing or conceptualization of a peer-reviewed submitted manuscript.
- Provide direction to the student in the selection of appropriate journals for submission of manuscripts.
- Report any noted serious breaches in research protocols and principles (e.g., violation of ethical principles and protection of human subjects and animals, and/or the responsible conduct of research – fabrication, falsification, plagiarism, research misconduct) to the dissertation chair.
- Contribute to the dissertation chair’s decision making in determining when the candidate is prepared to defend the final dissertation. Example: The compendium meets minimum standards (i.e., fidelity to the proposal, conformity to required format, readability, and accuracy of data presentation and analysis.)
- Dissertations should be approved based on the quality of the work, not because of other pressures (e.g., a job offer contingent upon completion; the expense of registering for a further term, etc.).

Final Defense

- Confirms to the dissertation chair that the student and manuscripts are
adequately prepared for final defense.

- Participate in the final defense and provide feedback to the student regarding strengths and limitations.
- After the defense, if no major revisions or corrections are needed, sign the *Successful Final Defense Form*.
- At the defense conclusion, be clear if you are requiring revisions that must be will signed off by you before accepting the final defense.
- If revisions and/or corrections are required, make sure the *Successful Final Defense Form* is submitted as soon as possible after the dissertation revisions have been completed and approved.

**What is the workload allocation for being a committee member?**

1. Faculty may serve as a committee member on a maximum of 4 committees.
   a. Faculty will receive 0.5 contact hours a semester per student committee
   b. The maximum number of contact hours is 2 per semester for the work of committee member
   c. Committees will consist of a faculty chair, the external mentor, one other faculty and a statistical/methodology expert
   d. The maximum number of contact hours provided for serving as a dissertation chair and dissertation committee member each semester is 10 in any given semester.