

## Policies Governing Faculty Graduate Committee Assignments

The dissertation is the culmination of a rigorous program of scholarly and research activity by doctoral candidates. The importance of doctoral supervisory committee chairpersons and members in guiding a candidate and insuring the quality of the research and the dissertation itself cannot be over emphasized. Supervisory committees and committee chairpersons should function in a professional way to ensure the academic integrity and research excellence of the Interdepartmental Doctoral Program (IDP) in Education and Utah State University. Functions of supervisory committees include assisting students in the following ways:

1. Developing and approving programs of study and giving final approval of the satisfactory completion of these programs;
2. Conceptualizing, designing, conducting, and reporting dissertation research; and
3. Carrying out required related activities, such as preparing an article for publication prior to the dissertation defense.

Students have the primary responsibility to ensure that these three functions are accomplished.

Particularly crucial committee functions are to determine whether the scholarship exhibited in the comprehensive exam, conducting and reporting the dissertation research, and defending the dissertation are satisfactory. To help ensure that doctoral students receive the most appropriate professional guidance and that excellence of graduate studies is maintained, the following criteria are followed in appointing supervisory committee members and chairpersons:

### **Criteria for Appointing Committee Members:**

Faculty committee member should:

1. Possess a doctorate degree.
2. Have expressed an interest to participate on doctoral committees.
3. Have evidence of completed or current activity in research, development, writing, or other scholarly pursuits.
4. Have an approved role description specifying scholarly achievements as a departmental expectation.

5. Be familiar with procedures, guidelines, and expectations of doctoral students as outlined in the online *Interdepartmental Doctoral Program Semester Planning Guidebook*.

### **Expanded Criteria for Appointing Committee Chairpersons:**

Faculty committee chairpersons should:

1. Have a record of completed and disseminated research and/or other scholarly accomplishments (beyond the dissertation) in which they have taken a lead role. national visibility of such work is expected.
2. Currently serve as doctoral committee members.
3. Have an interest in the topic area and the necessary content and research methodology expertise to guide a candidate in the development and completion of the dissertation.
4. Have taken part in the College of Education and Human Services proposal review process.
5. Be familiar with and knowledgeable about procedures outlined in the online *Interdepartmental Doctoral Program Semester Planning Guidebook*.

The above basic criteria apply to all specializations in the Interdepartmental Doctoral Program. Management groups and/or departments may establish additional requirements and expand on the guidelines with more detailed policy statements. It is understood that faculty, management groups, and/or departments may periodically review the qualifications of faculty to continue to serve on doctoral committees.

### **Procedure for Gaining Approval**

The Dean of the Graduate School is responsible for final approval for appointing faculty as members or chairpersons to graduate committees. Prior to the Graduate Dean's approval, faculty members must be nominated by his/her department head or management committee chair to the CEHS Dean.

Recommendations for appointment should be accompanied by the applicant's vita. After approval at the College level, the CEHS Dean will forward the recommendation to the Graduate School.