

DISSERTATION QUICK GUIDE

FOR COMMITTEE CHAIRS

CHAIRING A COMMITTEE

1	During coursework, students may approach core faculty* about chairing. You may tentatively agree but cannot officially join the committee until the student is registered for dissertation writing. <i>“YES” at this point is informal.</i>
2	After a student has registered for dissertation writing and started their “dissertation clock,” they fill out and send you the <i>Chair Appointment Form</i> .
3	If you are already on many committees, check with the Dissertation Office to see if you are eligible to chair another dissertation.
4	Sign the <i>Chair Appointment Form</i> (or, for faculty working with Myth students, the <i>Approval of Concept Paper by Chair Form</i>) and submit it to the Dissertation Office via mail, fax, or email.
TIP	Contact the Dissertation Office at any time for an up-to-date list of your dissertation commitments. Quarterly updates showing your dissertation commitments are automatically sent to you.

* Some programs have approved a small number of adjunct faculty for chairing dissertations. Contact the program’s Research Coordinator for the names.

APPROVING THE READER

1	Discuss with student reader candidates who a) are not core faculty in any of the doctoral programs; and b) are not recent graduates of Pacifica, i.e. within two years.
2	Student invites the reader to join the committee, fills out <i>Reader Appointment Form</i> and sends it to you.
3	Sign the <i>Reader Appointment Form</i> and submit it to the Dissertation Office via mail, fax, or email.
!	Core faculty in the Clinical psychology doctoral programs at Pacifica may not serve as Readers on dissertation committees. Myth faculty may, with the program's approval, join a student's committee as a Reader.
TIP	The <i>Reader Appointment Form</i> can be filled out and signed electronically, and sent to the Dissertation Office via email.

APPROVING THE EXTERNAL READER

1	Discuss with your student external reader candidates who must meet the following criteria: a) have never been a student at Pacifica; b) have never been faculty at Pacifica; c) have earned the highest degree in their discipline; and d) have no previous relationship with the student.
2	Student discusses the study with the external reader candidate and requests a copy of his or her curriculum vitae (CV).
3	Student sends the CV and the <i>External Reader Appointment Form</i> to you.
4	Review the CV for the candidate's qualifications and, if acceptable, sign the <i>External Reader Appointment Form</i> .
5	Send the CV and the signed <i>Appointment Form</i> to the Dissertation Office via mail, fax, or email.
TIP	Readers and External Readers convened for a committee are under contract. A student cannot "fire" committee members, or seek their resignation, without excellent reason and the Research Coordinator's OK.

APPROVING THE PROPOSAL

FOR STUDENTS WHO WILL NOT WORK WITH HUMAN PARTICIPANTS IN THE STUDY

1	Chair collects five forms to complete proposal approval process: a) the student's <i>Intellectual Property and Copyright Infringement Form</i> ; b) the student's <i>Ethics Application for Research without Participants</i> ; c) all three <i>Approval of Dissertation Proposal</i> forms from committee members.
2	Student submits the dissertation proposal for review along with an <i>Approval of Dissertation Proposal Form</i> . Within six weeks*, review and suggest revisions.
3	Collect, review, and sign the <i>Ethics Application for Research without Participants Form</i> .
4	Collect the signed <i>Intellectual Property and Copyright Infringement Form</i> from the student.
5	Instruct student to send proposal to Reader and External Reader for their review.
6	Discuss needed revisions with committee then collect their signed <i>Approval of Dissertation Proposal</i> forms.
TIP	Once you have all five forms, submit them in a batch to the Dissertation Office.

*Clinical PsyD committee members are required to submit feedback within three weeks.

APPROVING THE PROPOSAL

FOR STUDENTS WHO WILL INCLUDE HUMAN PARTICIPANTS IN THE STUDY

1	Chair collects five forms during the proposal approval process: a) all three <i>Approval of Dissertation Proposal</i> forms from committee; b) student's <i>Ethics Application for Approval to Use Participants</i> ; c) student's <i>Intellectual Property and Copyright Infringement Form</i> .
2	Student submits the dissertation proposal for review along with an <i>Approval of Dissertation Proposal Form</i> . Within six weeks*, review and suggest revisions.
3	Collect and review multi-page <i>Ethics Application for Approval to Use Participants</i> , sign form if acceptable, and send application to the Research Coordinator. (When approved, the Research Coordinator will submit it to the Dissertation Office.)
4	Collect the signed <i>Intellectual Property and Copyright Infringement Form</i> .
5	Instruct student to send proposal to Reader and External Reader for their review.
6	Discuss needed revisions with committee then collect their signed <i>Approval of Dissertation Proposal</i> forms.

*Clinical PsyD committee members are required to submit feedback within three weeks.

APPROVING THE FINAL DRAFT

1	The Chair collects three <i>Approval of Dissertation Final Draft</i> forms, one from each committee member, during the final draft approval process.
2	Student submits the complete dissertation for review along with an <i>Approval of Dissertation Final Draft Form</i> . Within six weeks*, review and comment on the work, suggesting revisions as necessary.
3	Ask your student to send the final draft of the dissertation to the Reader and External Reader. Invite them to address you, as well as the student, when suggesting revisions.
4	Collect the <i>Approval of Dissertation Final Draft</i> forms from the Reader and External Reader and send the complete set of committee approvals to the Dissertation Office.
5	Read and approve the dissertation abstract and send it to the Dissertation Office as a separate document.
TIP	As you are reviewing the manuscript, prepare a few questions to ask the student at the oral defense. When giving feedback to student via email, copy all committee members to include everyone in the revision conversation.

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SCHEDULING THE ORAL DEFENSE

1	Student works with the Dissertation Office to submit the final draft for proofreading and correction. When it is ready for publication, the Dissertation Office alerts the Chair that oral defense scheduling can proceed.
2	You check with the student and the other committee members for two or three possible dates for the defense at least three weeks away.
3	Request an oral defense date from the Dissertation Office, mindful of the three-week lead time and mentioning any special room requests (e.g. size of room), and await confirmation.
4	The Dissertation Office checks the master calendar to officially reserve a room and confirms the requested defense date and location, then alerts committee and student.
5	You host the oral defense, introducing the committee members, the student, and the work.
TIP	Be sure to check with the Reader and External Reader when looking at possible dates for the oral defense.