

DISSERTATION QUICK GUIDE

FOR READERS & EXTERNAL READERS

JOINING A DISSERTATION COMMITTEE

1	Student discusses candidates for the Reader and External Reader roles with the Chair.
2	Student reaches out to you about their research via email, phone, or in person, inviting you to serve on the committee.
3	If you are interested, consult the <i>Pacifica Dissertation Handbook</i> for the description of your role and responsibilities.
4	If your answer is yes, inform the student, who will send in a Reader Appointment form or an External Reader Appointment form to the Chair. External Readers will also be asked to submit two copies of their current CV.
5	The Dissertation Office will send you a letter confirming your role on the committee and a contract for your services. Please sign and return the contract in a timely manner.
TIP	You are encouraged to freely discuss your ideas about the research with the student, as well as reach out to the Chair with concerns or questions about the role before agreeing to be on the committee.

APPROVING THE PROPOSAL

1	Chair of the committee reviews and approves the student's dissertation proposal, then directs the student to send it to you.
2	Within six weeks*, review the work and suggest revisions to the student.
3	When satisfied with the proposal, fill out and sign the <i>Approval of Dissertation Proposal</i> form and send it to the Chair.
TIP	It is helpful to send review comments, in an email, to the student and copy the committee chair. That way, all of you are informed about your feedback.

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

APPROVING THE FINAL DRAFT

1	Chair of the committee reviews and approves the final draft of the dissertation, then directs the student to send it to you.
2	Within six weeks*, review the work and suggest revisions to the student.
3	When you are satisfied with the dissertation, fill out and sign the <i>Approval of Dissertation Final Draft</i> form and send it to the Chair.
TIP	As you are reviewing the final manuscript, prepare a few questions to ask the student during the oral defense.

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

PARTICIPATING IN THE ORAL DEFENSE

1	The Dissertation Office alerts the Chair of the committee that oral defense scheduling for the student can proceed.
2	The Chair works with the student and the committee members to find two or three possible dates for the defense, accommodating everyone's schedule to the best of their ability.
3	The Dissertation Office will coordinate your participation in the defense via email. (Please be sure the office has your correct email address on file.)
4	While the Chair hosts the oral defense, you participate in person or via phone or Skype. "Participation" means <ul style="list-style-type: none">• attending the student's presentation;• asking one or more questions about the work;• determining whether or not the student passed.