

DISSERTATION QUICK GUIDE

FOR COMMITTEE CHAIRS

CHAIRING A COMMITTEE

1	During coursework, students may approach faculty about chairing their dissertation. 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>Committee Member Appointment Form</i> .
3	Check the box indicating your role (“Chair”) and fill out the other information it asks for. Sign the <i>Committee Member Appointment Form</i> and email it to dissertation@pacific.edu .
TIP	For an up-to-date list of your dissertation commitments, email Victoria Bernhardt (vbernhardt@pacific.edu).

APPROVING THE READER

1	Discuss candidates for a Reader with the student. Readers on a committee a) are not core faculty in any of the doctoral programs; and b) if they are graduates of Pacifica, they received the degree more than two years ago.
2	Student invites the reader to join the committee, then fills out the <i>Committee Member Appointment Form</i> and sends it to you.
3	Sign the <i>Committee Member Appointment Form</i> and email it to dissertation@pacific.edu .
!	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.

APPROVING THE EXTERNAL READER

1	Discuss candidates for the external reader with your student. External Readers must meet the following criteria: a) they have never been a student at Pacifica; b) they have never been faculty at Pacifica; c) they have earned the highest degree in their discipline; and d) they have no previous or concurrent 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>Committee Member Appointment Form</i> to you.
4	Review the CV for the candidate's qualifications and, if acceptable, sign the <i>Committee Member Appointment Form</i> .
5	Email the CV and the signed <i>Committee Member Appointment Form</i> to dissertation@pacific.edu .
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 OK of the program's Research Coordinator or Director of Research.

APPROVING THE PROPOSAL

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

1	To complete the proposal approval process, the chair collects five forms: a) the student's <i>Intellectual Property and Copyright Form</i> ; b) the student's <i>Ethics Application for Research without Participants</i> ; c) three <i>Approval</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, you review the work and suggest (or require) 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 the proposal to the Reader and External Reader for their review.
6	Discuss needed revisions with committee then collect their signed <i>Approval of Dissertation Proposal</i> forms and email forms to dissertation@pacific.edu .
TIP	Ask student to copy you on all email correspondence with the Reader and External Reader to maintain an open dialog about the work.

APPROVING THE PROPOSAL

FOR STUDENTS WHO WILL INCLUDE HUMAN PARTICIPANTS IN THE STUDY

1	Chair collects five forms during the proposal approval process: a) 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, you review the work and suggest (or require) revisions.
3	Collect and review the ethics-related documents from the student—the Word file describing the proposed research and the two-page PDF application form—and work with the student to make needed revisions. Sign the <i>Ethics</i> form and email both documents to the program's Research Coordinator or Director of Research for their review.
4	Collect the signed <i>Intellectual Property and Copyright Infringement Form</i> and email to dissertation@pacifica.edu
5	Instruct student to send the 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 and email forms to dissertation@pacifica.edu .

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, you review the work, suggesting (or requiring) revisions.
3	Once you approve the work, instruct the student to send the final draft of the dissertation to the Reader and External Reader.
4	Collect the <i>Approval of Dissertation Final Draft</i> forms from the Reader and External Reader and email the complete set of committee approvals to dissertation@pacific.edu .
TIPS	<p>Ask the student to copy you on all email correspondence with committee members to maintain an open dialog.</p> <p>Invite the Reader and External Reader to address you, as well as the student, when suggesting revisions.</p> <p>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.</p>

SCHEDULING THE ORAL DEFENSE

1	The student hires a professional copyeditor to proofread and correct the final draft of the manuscript, then submits it to Pacifica. Dissertation administrators email the Chair to inform you that oral defense scheduling can proceed.
2	You check with the student and committee members for two or three possible dates for the defense at least one week away.
3	Send the possible dates and times to dissertation@pacificica.edu to request an oral defense date and await confirmation.
4	Once the date, time, and location are confirmed, committee members and the student will be alerted via email.
5	You host the oral defense, introducing the committee members, the student, and the work. You also manage the Q&A at the end of the student's presentation.
6	If the student successfully defends the dissertation, you sign the <i>Oral Defense Completion Form</i> and email it to dissertation@pacificica.edu .
TIP	Be sure to check with the Reader and External Reader when looking at possible dates for the oral defense.