

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 email a <i>Committee Member Appointment Form</i> to the Chair. External Readers will also be asked to submit a copy of their current CV.
5	Pacifica 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 email it to you.
2	Within six weeks, review the work and email the student with suggested (or required) revisions. Copy the dissertation chair to maintain an open dialog about the work.
3	When satisfied with the proposal, fill out and sign the <i>Approval of Dissertation Proposal Form</i> and send it to the Chair.

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 email the student with suggested (or required) revisions. Copy the dissertation chair to maintain an open dialog about the work.
3	When you are satisfied with the dissertation, fill out and sign the <i>Approval of Dissertation Final Draft Form</i> 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.

PARTICIPATING IN THE ORAL DEFENSE

1	Pacifica alerts the dissertation Chair 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	Once the date, time and location are confirmed, you will be informed of the defense via email, which will include instructions for participation. (Please be sure the office has your correct email address on file.)
4	While the Chair hosts the oral defense, you participate in person, via phone, or Zoom. "Participation" means <ul style="list-style-type: none">• attending the student's presentation;• asking one or more questions about the work that you have prepared in advance;• determining whether or not the student passed.