COLLEGE OF HUMAN SCIENCES
GRADUATE SCHOOL DEAN'S REPRESENTATIVE COMMITTEE

CHARGE

The Graduate School Dean’s Representative Committee provides a mechanism for selecting Graduate School dean’s representatives for doctoral defenses in the college. The Graduate School does not provide these representatives; instead the dissertation chair is responsible for securing the representative for the student’s defense. This committee will function to assist the dissertation chair with securing a Graduate School dean’s representative and to spread these duties fairly among faculty across the college. Dissertation chairpersons are not limited to selecting this representative from members on this committee.

RESPONSIBILITIES

Committee members will

1. Attend the scheduled doctoral defense through to its conclusion including the decision to pass or not pass the student.
2. Serve as an impartial observer to assure the defense is conducted in a fair and thorough manner as noted in the Doctoral Oral Defense Guidelines.
3. Sign the Thesis-Dissertation Approval Form, typically, but not necessarily, at the final conclusion of the defense.
4. Complete and submit the Final Examination for the Doctoral Degree Report of the Graduate Dean’s Representative to the Graduate School in a timely manner.
5. Notify the Chairperson of the Graduate School Dean’s Representative Committee when the defense is complete and the form submitted.
6. Be available to meet with Graduate School personnel to discuss any problems should such arise.

MEMBERSHIP

1. The committee consists of two faculty members from each academic department. Names of committee members are provided by the department chairperson.
2. Committee members must be tenure-track faculty, but tenured status is not necessary.
3. Committee members serve a one-year term and can be reappointed.
4. Committee members should be available to conduct one or more evaluations in an academic year depending on the requests from dissertation chairs.
5. The Associate Dean will serve as chair of this committee and coordinate the solicitation of members to serve as requested by the departments.
OPERATING PROCEDURE

1. The dissertation chair or grad program advisor should contact the Associate Dean with complete information regarding the upcoming defense.
2. The Associate Dean will contact the committee members and secure a member to serve as the Graduate Dean’s Representative for that defense.
3. A dissertation chairperson is not restricted to securing a graduate dean’s rep from the college committee. He/she may contact other colleagues both in and out of the college to serve in this role.
4. Once the representative is identified, the graduate student should provide a copy of the dissertation (typically electronically) to the Graduate School dean’s representative at least a week before the defense.
5. Before attending the defense, representatives should be familiar with the expectations of a defense (Doctoral Oral Defense Guidelines).
6. The Graduate School dean’s representative should submit Final Examination for the Doctoral Degree Report of the Graduate Dean’s Representative to the Graduate School within two days of the defense. Instructions for submission are on the report form.
7. Questions or issues with the defense or report will be handled by the Graduate Dean or designee. The committee member should be available to provide input in such a situation as requested.

DOCUMENTS INCLUDED

Doctoral Oral Defense Guidelines

Final Examination for the Doctoral Degree Report of the Graduate Dean’s Representative to the Graduate School

Reviewed June 2018