



A mentor is assigned to each student accepted for the Hospitality Administration Doctoral Degree Program at the time he/she is admitted by the Restaurant, Hotel and Institutional Management (RHIM) Graduate Faculty. The mentor's role is to advise the mentee until the student mentee chooses a Dissertation Committee Chair. The mentor assists the student with the development the Program of Work* to be considered at the Preliminary Examination meeting. The mentor is considered temporary unless the Doctoral student chooses the mentor as the Dissertation Committee Chair.

The Dissertation Committee will consist of at least three graduate faculty members, with all or a majority from the RHIM Program graduate faculty. The Dissertation Chair must be a member of the RHIM graduate faculty. If a formal minor is declared, there must be a faculty representative of the minor on the Doctoral/Dissertation Committee. As needed/desired additional committee members may be added from departmental graduate faculty or graduate faculty-at-large. The Graduate Faculty Application Form must be completed and approval granted by the Graduate School for anyone serving as an adjunct member of the committee. An Adjunct Member is anyone employed outside the department/area or outside the University. (*Check the Graduate School Website*).

A number of factors are involved in the match of a Doctoral student with the faculty member who will chair the Dissertation Committee. Among considerations are mutual research interests, time availability for the faculty member to chair additional dissertation committees, and grants or other funding available to support the dissertation research. It is advisable to select a Dissertation Committee Chair by the 3rd semester enrolled in the Doctoral program. Selection of a Dissertation Chair and committee members is required prior to taking the Qualifying Examination for Admission to Candidacy**.

The Hospitality Administration Doctoral student should obtain the agreement of the faculty member who will chair the Dissertation Committee and get his/her signature on the form below. Confer with your Dissertation Chair regarding selection of committee members. When committee members have been contacted and have agreed to serve, include their names below. Submit the completed form to the Hospitality Administration Doctoral Advisor.

The student is responsible for reporting the membership of the Dissertation Committee to the Graduate School as well as updating this Hospitality Administration form. Notify the Graduate School of the membership of the Dissertation Committee and any changes using the *Title or Committee Change Form* that is available at [<http://www.depts.ttu.edu/gradschool/>].

*Guidelines for the Development of a Program of Work and the **Qualifying Examination are at [http://www.depts.ttu.edu/hs/nhr/rhim/academics_doctoral.php]

DISSERTATION COMMITTEE SELECTION FORM

Date: _____ First Semester Enrolled in
HA Doctoral Program: _____
SEMESTER YEAR

Student Name: _____

Mentor (print): _____ Mentor's Signature: _____

Dissertation Chair (print): _____

Dissertation Chair's Signature: _____

Committee Members: _____

Student's Signature: _____

HA Doctoral Advisor's Signature: _____ Date: _____