

**COLLEGE OF HEALTH & HUMAN SCIENCES
GRADUATE DEAN'S REPRESENTATIVE COMMITTEE**

CHARGE

The Graduate School Dean's Representative Committee provides a mechanism for selecting Dean's Representatives (DR) for doctoral defenses in the college. The Graduate School does not provide these representatives; instead, the dissertation advisory committee chairperson is responsible for securing the representative for a student's defense. This committee will assist the dissertation advisory committee chairperson with securing a Dean's Representative to distribute these duties fairly among faculty across the college. Dissertation advisory committee chairpersons are not limited to selecting this representative from committee members.

RESPONSIBILITIES

Committee members will:

1. Attend and be present for the entire doctoral defense, staying through to the final decision regarding the candidate's outcome.
2. Serve as an impartial observer to ensure the defense is carried out fairly and thoroughly, per the Doctoral Oral Defense Guidelines.
3. Sign the Thesis-Dissertation Oral Defense Approval Form, usually at the end of the defense, though this may vary.
4. Complete and submit the Dean's Representative Report in a timely manner. It is available on the [Forms & Resources](#) page of the Graduate School website.
5. Be available to meet with Graduate School personnel to discuss any problems should such arise.

MEMBERSHIP

The committee consists of two graduate faculty members from each academic department. The department chairperson provides the names of committee members.



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1. Committee members serve a one-year term and can be reappointed.
2. Committee members should be available to conduct one or more evaluations in an academic year, depending on the requests from dissertation chairs.
3. The Associate Dean for Academics and Faculty will serve as convener of this committee and coordinate the solicitation of members to serve as requested by the departments.

OPERATING PROCEDURE

1. The chairperson of the dissertation advisory committee or graduate program advisor should contact the Associate Dean for Academics and Faculty with complete information regarding the upcoming defense.
2. The Associate Dean for Academics and Faculty will contact the committee members and secure a member to serve as the Dean's Representative for that defense.
3. A dissertation chairperson is not restricted to securing a Dean's Representative from the college committee. Other colleagues both in and out of the college may be contacted to serve in this role.
4. Once the representative is identified, the graduate student should provide a copy of the dissertation to the 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.
6. The Dean's Representative should submit the Dean's Representative Report 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 members should be available to provide input in such a situation as requested.

DOCUMENTS INCLUDED

[TTU Graduate School Forms & Resources](#)

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