

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

**CHARGE**

The Graduate School Dean's Representative Committee provides a mechanism for selecting Graduate Dean's representatives 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 function to assist the dissertation advisory committee chairperson with securing a Graduate Dean's representative to spread these duties fairly among faculty across the college. Dissertation advisory committee chairpersons are not limited to selecting this representative from members of this committee.

**RESPONSIBILITIES**

Committee members will

1. Attend the scheduled doctoral defense 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 [Guidelines for the Final Oral Examination for the Doctoral Degree](#).
3. Sign the Thesis-Dissertation Oral Defense Approval Form, typically, but not necessarily, at the 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 convener 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 graduate faculty members from each academic unit. The department chairperson or school director provides names of committee members.
2. Committee members must be tenure-track faculty, but tenured status is not necessary.
3. Committee members serve a one-year term and may be reappointed.
4. Committee members should be available to conduct one or more evaluations in an academic year, depending on the requests received.

5. 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 academic units.

## **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 Graduate Dean's representative for that defense.
3. A dissertation chairperson is not restricted to securing a Graduate 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 (typically electronically) to the Graduate 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 ([Guidelines for the Final Oral Exam for the Doctoral Degree](#)).
6. The Graduate 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**

[Guidelines for the Final Oral Examination for the Doctoral Degree](#)

[Final Examination for the Doctoral Degree Report of the Graduate Dean's Representative to the Graduate School](#)

*Reviewed June 2021*