

DISSERTATION COMMITTEE CHAIR AND MEMBER GUIDELINES

Approved 8.15.11 by the ESP Executive Graduate Committee

The dissertation is a professional product that not only represents the students' level of achievement, but also the scholarship granted by the program, the department, the College of Science, and George Mason University. The dissertation committee works to ensure the doctoral candidate's project demonstrates original research that contributes new knowledge and/or a reinterpretation of existing knowledge to the area of investigation.

The COMMITTEE CHAIR	COMMITTEE MEMBERS
Will serve as advisor to the doctoral student during the course of the student's academic program.	Will work in conjunction with the committee chair in providing guidance and advice to the doctoral student during the course of the student's academic program. Full committee will meet with the student at least once a year.
Program of Study	
Will advise and assist the student with program course needs and planning prior to submitting the Program of Study to the advisory committee and Graduate Program Director for approval.	Will review, provide input, and approve the program of study.
Qualifying Exams	
Will coordinate the administration of the qualifying examinations. Will submit and grade questions for the written qualifying examination and participate in the oral examination of the candidate.	Will submit and grade questions for the written qualifying examination and participate in the oral examination of the candidate.
Proposal Stage	
Will work with student on the development of the research proposal and be readily available for advice. Will insure that the student presents a proposal with a clearly defined research problem, appropriate hypotheses, viable methodologies, focused literature review and relevant bibliography. Will advise student as to when proposal is ready to submit to the committee for approval.	Will be available to provide advice to student in the development of the proposal Will review proposal in a timely manner for final approval.
Will ensure that all research activities especially those involving animal and human subjects be approved by the Office of Sponsored Programs (OSP). The form for submission can be found at their website at http://www.gmu.edu/pubs/osp/compliance.htm . All research activities must abide by University protocols.	
With the agreement of all committee members, will approve the final proposal, sign the signature page, and submit the proposal and signature page to the ESP Graduate Program Coordinator for the student's Advancement to Candidacy.	With the agreement of all committee members and the chair, will approve the final proposal, sign the signature page, and submit the proposal and signature page to the ESP Graduate Program Coordinator.

Will notify the Graduate Program Coordinator of the dates the student passes both qualifying exams – written and oral.	
Will complete a Blooms Taxonomy Evaluation available on the graduate portion of the ESP website at http://www.gmu.edu/depts/espp/graduate/forms/index.html .	Will complete a Blooms Taxonomy Evaluation available on the graduate portion of the ESP website at http://www.gmu.edu/depts/espp/graduate/forms/index.html .
FOR THE DISSERTATION	
Will meet with the student when necessary (at least once per semester) to evaluate progress and provide guidance during the research and writing stages.	Will meet with the student when necessary to evaluate progress and provide guidance during the research and writing stages. Full committee will meet with student at least once per year.
Will review dissertation drafts in a timely manner and provide recommendations for revisions.	Will review dissertation drafts in a timely manner and provide recommendations for revisions.
Will communicate effectively with all committee members.	
Will discuss any problematic issues in the dissertation with the committee, the student, and Graduate Program Director as necessary.	
In agreement with all committee members, will approve the final draft for the dissertation defense.	In agreement with all committee members, will approve the final draft for the dissertation defense.
Will notify the ESP Graduate Program Coordinator when the student is ready to defend the dissertation so the dissertation can be posted to the ESP and COS webmasters – 2 weeks prior to the defense.	
Will attend and supervise the dissertation defense.	Will participate either in person or by Skype at the dissertation defense.
Will complete a Blooms Taxonomy Evaluation available on the graduate portion of the ESP website at http://www.gmu.edu/depts/espp/graduate/forms/index.html .	Will complete a Blooms Taxonomy Evaluation available on the graduate portion of the ESP website at http://www.gmu.edu/depts/espp/graduate/forms/index.html .
Will attend Convocation to hood the candidate or find a substitute to hood the candidate.	

The dissertation committee works with the dissertation chair to provide advice and consultation to the candidate throughout the process of research and writing. Students are required to meet with the entire committee during the last full year of coursework. Committee members and the dissertation chair are required to attend a one hour program faculty meeting per year. There are two meetings held per year.

Ph.D. Committee Formation Guidelines: *With the assistance of your advisor, it is highly recommended that you form a dissertation committee upon the completion of your first 12 credits of coursework and no later than the completion of your first 18 credits. It is in your best interest to do so since this is the committee that will serve to mentor and facilitate your professional development. This committee consists of at least four and up to five faculty members. One of whom must be full time faculty members of ESP, and two can be either ESP or GMU graduate faculty from a department outside of ESP. The Director must be a member of the GMU graduate faculty who is at least affiliated to the ESP department. Graduate faculty are full time tenure or tenure track faculty members, or term faculty who have been approved as graduate faculty by the Dean. One member of the committee can be a specialist from outside of the University. Such specialists must possess a terminal degree (PhD or equivalent) and must provide a CV and be approved by the Dean of the College of Science. Non-GMU committee members who have been approved as ESP affiliate faculty are considered to be pre-approved outside specialists. To formally establish this committee, use the form located on the ESP website at <http://www.gmu.edu/depts/espp/graduate/forms/index.html>. The designated chair and all members must sign and date the form and you, the student, must return it to the Graduate Office.*

MS Committee Formation Guidelines: *With the assistance of your advisor, form a committee within the first 12 credits of coursework. This only applies to students who are writing a thesis or doing an individual project. This committee consists of at least three faculty members. One must be a member of the graduate faculty from the candidate's department, while two may come from outside of the department. Graduate faculty are full time tenure or tenure track faculty members or term faculty who have been graduate faculty status by the Dean. One member of the committee can be a specialist from outside of the University. Such specialists must possess a terminal degree (PhD or equivalent) and must provide a CV and be approved by the Dean of the College of Science. Non-GMU committee members who have been approved as ESP affiliate faculty are considered pre-approved outside specialists. The form to formally establish your committee is located at <http://www.gmu.edu/depts/espp/graduate/forms/index.html>.*