**MOU of Dissertation Process Responsibilities**

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| Student | 1. Be prepared and knowledgeable in a specific area of interest
2. Formally select a dissertation chair by end of 2nd year, spring semester
3. Identify committee members by 3rd year, spring semester
4. Define and carry out the research protocol approved by dissertation committee.
5. Actively request feedback/ask questions from the chair and committee members before, during, and after completion of research and as the thesis is written.
6. Respond to and act on feedback from the chair and committee within established time limits.
7. Apply and maintain ethical standards in the conduct of research and in the completion of the dissertation
8. Develop research protocol in KC system with chair oversight
9. Disseminate knowledge/expertise/research via podium/poster presentations and articles in peer reviewed journals.
10. Meet deadlines established by the university/degree program/chair/committee.
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| Chair | 1. Determine feasibility of the student’s research proposal/dissertation plan
2. With student assistance, identify potential committee members. It is the student’s responsibility to meet with potential members and to secure their involvement.
3. Clearly define in writing to the student and committee members, expectations for the protocol defense, IRB submission, conduct of research, and writing of the thesis.
4. Maintain documentation of student’s plan of study, to include cognates via N795 syllabi (as needed) and completion of research via N797 syllabi.
5. Confirm no conflicts of interest in research with committee/chair concerning student’s area of study and department/research responsibilities
6. Be available to the student by establishing a time schedule that will include committee meetings for each semester the student is engaged in dissertation related work.
7. Chair all meetings of the dissertation committee and thesis defense
8. Review/approve/submit the student’s research protocol to the IRB.
9. Facilitate networking, funding, and publishing/presentation opportunities for the student to promote development of their expertise in their area of study
10. Follow SoN Research Authorship policy
11. Provide constructive feedback to the student and committee members as needed.
12. Complete all paperwork within deadlines as required by the graduate office. Review in PhD handbook under “Dissertation Committee Chair Responsibilities” what specific program forms need to be completed and when they are due
13. Guide the student in the research/dissertation writing process
14. Review proposal defense and thesis prior to sending out to committee members
15. With distribution of the dissertation drafts to the committee, include the Dissertation Committee Defense Rubric to document readiness for oral defense.
16. Oversee dissertation revisions as requested by the committee.
17. Resolve faculty conflict without involving the student in a timely manner so as not to impede the student’s research progression.
18. If a committee member needs to be replaced, the chair will notify the PhD Program Director as soon as possible. It is the chair and students responsibility to identify a replacement and notify the PhD director the name of replacement with a confirmatory email from the new member. The “Change of PhD Committee Membership” form will be completed by the PhD Program Director at that time.
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| Committee members  | 1. Determine feasibility of the topic/proposal/dissertation plan
2. Critically read/comment on the student’s proposal defense and thesis.
3. Provide constructive feedback to the student and chair within deadlines specified by the chair
4. Identify learning opportunities for the student to assist them in developing expertise in their research area.
5. Be available and respond to the student in person, by email, or by phone throughout the dissertation process
6. Independently evaluate student performance in the final thesis defense. Utilize the dissertation committee defense form distributed by the chair to document thesis review/oral defense readiness/oral defense questions
7. Follow SoN Research Authorship Policy.
8. Work directly with chair to resolve any conflicts in a timely manner, without involving the student.
9. Notify the chair of need to be replaced in a timely manner and assist in identifying the new member.
10. Sign all documents related to the doctoral program as required by HSC graduate office/PhD Program Director/Committee Chair.
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By signing this document, I am aware of what my responsibilities are during the dissertation process:

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_