

FORMATION OF THE ED.D. DISSERTATION COMMITTEE

Revised July 2006

Dear Ed.D. Student:

Congratulations upon reaching the final stage of the requirements for the Ed.D. degree. The administration of the Warner School is committed to supporting your efforts to form your dissertation committee.

Below is a summary of the key procedures required for the formation of your committee. Brenda Grosswirth, Administrator in the Office of Student Services, will be glad to answer questions about these procedures. We encourage you to telephone her at 585-275-1009 with your questions; her E-mail address is bgrosswirth@warner.rochester.edu.

We have organized the key procedures in sequential order to make it easier for you to complete the required steps. Each of the major sets of instructions is printed separately. They are as follows:

- General Comments (page 2)
- Composition of the Committee (page 3)
- Approval of Dissertation Committee and Checklist (page 4)
- Continuance of a Relocated Committee Member (page 5)
- Style of the Dissertation Proposal & Dissertation (page 6)
- Human Subjects Review (page 7)
- FORM A (at end of document)
- FORM B (at end of document)
- FORM C (at end of document)

GENERAL COMMENTS

The Ed.D. dissertation committee is governed by Warner School regulations. The Ed.D. committee must be approved by the Warner School's Associate Dean.

The Ed.D. dissertation committee **must be approved in the early stages of the proposal-writing process**, so that you have the benefit of a full committee in the development of your dissertation proposal.

After you have received notification of your committee's approval, please obtain a copy of "Oral Examination of the Ed.D. Dissertation Proposal (Ed.D. Qualifying Examination)" from the Office of Student Services, from the Warner reception window, or from the Warner website. This document will guide you through the next step in the dissertation process.

COMPOSITION OF THE COMMITTEE

- **Sponsor of the dissertation:** The sponsor of the dissertation must be a Warner School faculty member who either is on a tenure-track with a rank of at least an assistant professor, or is on the Warner School clinical faculty.

Your academic advisor does not automatically become the sponsor of your dissertation. However, if your dissertation sponsor is not your academic advisor, the sponsor will be designated as your academic advisor for the remainder of your academic career at the Warner School.

- **Second member of the committee:** The second member of your dissertation committee must be a Warner School faculty member who either is on a tenure-track with a rank of at least an assistant professor, or is on the Warner School clinical faculty. If the sponsor of the dissertation **is not** from your program area, the second committee member **is** required to be from your program area. However, if the sponsor of the dissertation **is** from your program area, the second committee member **is not** required to be from your program area.
- **Third member of the committee:** The third member of the dissertation committee must be from outside your program area. This third member may be from the Warner School, a college/school within the University of Rochester, or an institution other than the University of Rochester. Approval of this committee member is dependent upon his/her background and the relevance of his/her expertise to your research. **An updated curriculum vitae is required for any proposed committee member who is not a University of Rochester faculty member.**

Additional members may be added to your committee at the discretion of the Associate Dean.

APPROVAL OF DISSERTATION COMMITTEE AND CHECKLIST

To receive approval of your dissertation committee, you must complete FORM A, "Ed.D. Dissertation Committee Proposal" (attached at end of document), and FORM B, "Ed.D. Dissertation Committee and Student Information" (attached at end of document), in conjunction with the checklist below.

- ❑ Type or word-process your full name in the space marked "student's name" at the top of FORM A.
- ❑ Use FORM A to obtain **signatures** of your proposed committee members.
- ❑ Use FORM A to indicate the **names, school/college, academic rank, and area of specialization** for each of your proposed committee members. This information must be typed, word-processed, or printed legibly.
- ❑ Indicate the **topic or title** of your dissertation proposal in the appropriate space on FORM A.
- ❑ Leave empty the spaces for approvals by the Warner School's Associate Dean. Brenda Grosswirth, Administrator in the Office of Student Services, will submit the form to the Associate Dean for his consideration.
- ❑ **Obtain a curriculum vitae for any proposed committee member who is not on the University of Rochester faculty.**
- ❑ Use FORM B to indicate the **names, home addresses, home telephones, and E-mail addresses** for both you and your committee members. This information must be typed, word-processed, or printed legibly.
- ❑ Submit FORM A, FORM B, and an updated curriculum vitae for any proposed committee member who is not on the University of Rochester faculty to Brenda Grosswirth, Dewey Hall 2161F.
- ❑ Obtain a copy of "Oral Exam of the Ed.D. Dissertation Proposal (Ed.D. Qualifying Exam)" from the Office of Student Services, from the Warner reception window, or from the Warner website. This document will guide you through the next step of the dissertation process.

After the committee has been approved by the Warner School's Associate Dean, you and your committee will be notified by letter.

If you have questions about the completion of FORMS A and B, or about the required curriculum vitae for a proposed committee member not on the University of Rochester faculty, please contact Brenda Grosswirth (585-275-1009).

CONTINUANCE OF A RELOCATED COMMITTEE MEMBER

When faculty members leave the University, they may continue on an Ed.D. committee for two years only. A faculty member who leaves the University and remains on your committee must agree both to continue working with you and to attend the final defense of the dissertation. Please be aware that either you or the committee member must fund related travel expenses. Neither the University nor the Warner School is responsible for paying the travel expenses of your relocated committee member.

If your committee is composed of two Warner School faculty members and a person from outside the University, and if one of the two Warner School faculty members relocates, you are required to add an additional Warner School faculty member to your committee. The additional committee member is to fulfill the requirement that the Ed.D. dissertation committee must have a minimum of two full-time faculty members from the Warner School.

If one of your committee members is replaced and/or if an additional member joins your committee, that new committee member must be approved. Please contact Brenda Grosswirth at 585-275-1009 regarding the approval procedure.

STYLE OF THE DISSERTATION PROPOSAL & DISSERTATION

You should consult with your sponsor on the style manual to be used for the proposal and the dissertation. You are responsible for adherence to one style manual. The University bookstore stocks the style manuals of the University of Chicago, the American Psychological Association, and the Modern Language Association.

You may consult *The Preparation of Doctoral Theses*, which can be found at www.rochester.edu/theses/. This document can guide you in the organization, format, and appearance of your dissertation.

Please be aware that you are responsible for adherence to one style manual.

Finally, the abstract for the Ed.D. dissertation must not exceed 350 words.

HUMAN SUBJECTS REVIEW

You, as Investigator, are ultimately responsible for the safe and ethical conduct of your research. The University's Research Subjects Review Board (RSRB) is intended to assist you, as Investigator, in this responsibility. Investigators who are planning a study involving human subjects must prepare an application package that includes a protocol/study design, and then submit that application electronically, via the RSRB website. The University's RSRB must assess proposals involving human subjects, to ensure that adequate mechanisms are in place for the protection of the rights and welfare of human research subjects.

The process for obtaining approval for research involving human subjects and the procedure for submitting an on-line application can be found in the forms section at:

www.rochester.edu/warner/currentstudents

In addition, you and your dissertation sponsor must complete an "Evaluation for Scientific Merit for Dissertations Involving Human Subjects" (**FORM C, attached**), and then submit that form to Claire Urbanowicz in the Office of Student Services (Dewey Hall 2-161). Procedural questions can be directed to Claire at 585-273-2927.

Students often must make revisions to the dissertation proposal after passing the dissertation proposal examination, and therefore you are encouraged to discuss with your dissertation sponsor the exact time to undertake the RSRB process.

Attachments:	FORM A	(Ed.D. Dissertation Committee Proposal)
	FORM B	(Ed.D. Dissertation Committee and Student Information)
	FORM C	(Evaluation for Scientific Merit for Dissertations Including Human Subjects)

FORM A

ED.D DISSERTATION COMMITTEE PROPOSAL

I agree to serve on the dissertation committee for _____,
(student's name)
a student in the Margaret Warner Graduate School of Education and Human
Development currently working to fulfill requirements for the Ed.D. degree.

Signatures of Proposed Committee Members:

(1) _____ (3) _____
(signature of dissertation sponsor) (signature of "outside" member)

(2) _____ (4) _____
(signature of second committee member (if applicable)
from the Warner School)

Names of Proposed Committee Members	School/College	Academic Rank	Area of Specialization
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Dissertation Proposal Topic/Title: _____

The Warner School Office of Student Services will obtain the approval below.

Approved: Associate Dean, Warner School **Date**

FORM B

ED.D. DISSERTATION COMMITTEE AND STUDENT INFORMATION

<u>Committee Members</u>	<u>Home Address</u>	<u>Home Telephone</u>	<u>E-mail Address</u>
_____ (Name)	_____ (Street) _____ (City, State, Zip Code)	_____ (Area & Number)	_____
_____ (Name)	_____ (Street) _____ (City, State, Zip Code)	_____ (Area & Number)	_____
_____ (Name)	_____ (Street) _____ (City, State, Zip Code)	_____ (Area & Number)	_____
_____ (Name – if applicable)	_____ (Street) _____ (City, State, Zip Code)	_____ (Area & Number)	_____
<u>Student</u>	<u>Home Address</u>	<u>Home Telephone</u>	<u>E-mail Address</u>
_____ (Name)	_____ (Street) _____ (City, State, Zip Code)	_____ (Area & Number)	_____

FORM C

**EVALUATION FOR SCIENTIFIC MERIT
FOR DISSERTATIONS INVOLVING HUMAN SUBJECTS**

In accordance with Federal guidelines, the University has established a system of ethical review boards (RSRB) to review research projects involving human subjects, including dissertation studies. Prior to submitting a dissertation research protocol to RSRB for approval, the student's dissertation sponsor must first attest to the "scientific merit" of the proposed study.

To be completed by Doctoral Candidate:

Candidate Name: _____

Sponsor's Name: _____

Proposal Title: _____

EPRP#: _____ Expiration Date: _____

To be completed by Dissertation Sponsor:

Please use the following criteria as evidence of scientific merit:

- This research uses procedures consistent with sound research design.
- The investigator is qualified and has the time and resources to conduct the research.
- The research method is sufficiently sound to reasonably expect that the research question will be answered.
- The knowledge expected to result from this study is sufficiently important/needed.
- The data monitoring plan is appropriate to safeguard the rights and welfare of subjects.
- The use of healthy volunteers or vulnerable subjects, if any, is appropriate.
- Any Conflict of Interest issues have been addressed according to University Policy.

I attest that I have reviewed the proposal for scientific merit as described above and believe that this proposal meets the criteria.

Sponsor's Signature: _____ Date: _____

This form should be submitted to Claire Urbanowicz in the Office of Student Services in Dewey Hall 2-161.