

FORMATION OF THE ED.D. DISSERTATION COMMITTEE FOR 2011-2012

Revised July 2011

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 (Dewey Hall 2-161), will be glad to answer questions about these procedures. **Please telephone her at 585.275.1009 with your questions; her E-mail address is bgrosswirth@warner.rochester.edu.**

The key procedures have been organized in sequence to make it easier for you to complete the required steps. Each of the major sets of instructions is printed separately for your convenience. They are as follows:

- General Comments (page 2)
- Composition of the Committee (page 3)
- Continuance of a Relocated Committee Member; Replacement/Addition of a Committee Member (page 4)
- Approval of Dissertation Committee and Checklist (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 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. The sponsor may be from your program area in the Warner School, but is not required to be.

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.

**CONTINUANCE OF A RELOCATED COMMITTEE MEMBER;
REPLACEMENT/ADDITION OF A COMMITTEE MEMBER**

When faculty members leave the University, they may continue on an Ed.D. committee for two calendar 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 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.

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 this document), and FORM B, "Ed.D. Dissertation Committee and Student Information" (attached at end of this document), in conjunction with materials listed in the checklist below. **Please submit all completed forms and required materials to Brenda Grosswirth in the Office of Student Services, Dewey Hall 2-161 (585.275.1009; bgrosswirth@warner.rochester.edu).**

- ❑ Print legibly 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—or ask your proposed committee members to send their agreements to serve via e-mail to Brenda Grosswirth at bgrosswirth@warner.rochester.edu.
- ❑ Use FORM A to indicate the **names, school/college, academic rank, and area of specialization in relation to your dissertation topic** for each of your proposed committee members. This information must be printed legibly.
- ❑ Print legibly the **topic or title** of your dissertation proposal in the appropriate space on FORM A.
- ❑ On Form A, leave empty the space for approval 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.
- ❑ **Submit an updated curriculum vitae for any proposed committee member who is not on the University of Rochester faculty.**
- ❑ Use FORM B to indicate the **names and E-mail addresses** of your committee members. Please include **home addresses and home telephones** for you and for any proposed committee member not on the U of R faculty.
- ❑ 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 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 requirements for a proposed committee member not on the University of Rochester faculty, please contact Brenda Grosswirth at 585.275.1009 or at bgrosswirth@warner.rochester.edu.

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.

Again, please remember that you are responsible for adherence to one style manual.

Finally, there is no longer a maximum number of words for the Ed.D. dissertation abstract.

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, Information Letters and/or Consent Forms, Study Measures, and Institutional Approval Letters, and then submit that application electronically via the RSRB website. All documents must be uploaded and submitted electronically through the RSRB system. 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/studentservices/index.html

Please see [Human Subjects Research Approval](#).

The Warner School has an internal review process that provides guidance in preparing these materials prior to RSRB review. Training for this submittal process is required by the Warner School and held on the last Friday of most months of the year. You and your dissertation sponsor must complete an **Evaluation For Scientific Merit For Dissertations And Other Student-Led Studies Involving Human Subjects (FORM C, at end of this document)**, and then submit that form to [Constance Smith, Warner School of Education \(Dewey Hall 1-202C\)](#). Procedural questions can be directed to [Connie](#) at 585.276.4781 or at csmith@warner.rochester.edu.

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.

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.

In lieu of signatures, proposed committee members may send their agreements to serve via e-mail to Brenda Grosswirth at bgrosswirth@warner.rochester.edu.

Signatures of Proposed Committee Members:

(1) _____ (3) _____
(Signature of dissertation sponsor) (Signature of committee member outside program area)

(2) _____ (4) _____
(Signature of second committee member from the Warner School) (Signature of fourth committee member, if applicable)

Names of Proposed Committee Members	School/College	Academic Rank	Area of specialization in relation to your dissertation topic
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Dissertation Proposal Topic/Title: _____

Brenda Grosswirth in Warner's Office of Student Services will obtain the approval below.

Approved: Associate Dean, Warner School

Date

FORM B

ED.D DISSERTATION COMMITTEE AND STUDENT INFORMATION

Committee Members

E-mail Address

(Name of dissertation sponsor)

(Name of second Warner
faculty member)

(Name of committee
member "outside"
program area)

(Home address: Street)

(Home phone
number:
area code +
number)

(Home address:
City, State, Zip Code)

(Name of fourth committee
member, if applicable)

Student

Home Address

Home Telephone

E-mail Address

(Name)

(Street)

(Area & Number)

(City, State, Zip Code)

Cell Phone

(Area & Number)

FORM C

EVALUATION FOR SCIENTIFIC MERIT FOR DISSERTATIONS AND OTHER STUDENT-LED STUDIES INVOLVING HUMAN SUBJECTS

This form should be submitted to Constance Smith at the Warner School of Education, Dewey 1-202C.

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, pilot study or other research project protocol to RSRB for approval, the student's sponsor must first attest to the "scientific merit" of the proposed study and review the protocol to be sure it clearly reflects the research design as indicated below.

To be completed by Doctoral Candidate/Student:

Candidate Name: _____

Sponsor's Name: _____

Proposal Title: _____

EPRP#: _____ Expiration Date: _____

To be completed by Dissertation Sponsor/Faculty Supervisor:

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 protocol for scientific merit as described above and believe that this protocol meets the criteria.

Sponsor's Signature: _____ Date: _____

This form should be submitted to Constance Smith at the Warner School of Education, Dewey 1-202C.