

July 2008

**Department of Educational Psychology
Supervisory Committee Guidelines**

1. Master's and doctoral committee chairpersons will be regular faculty from the Department of Educational Psychology. Regular faculty include professors, associate professors, assistant professors, instructors and honored faculty (Distinguished Professors, Presidential Professors, and University Professors).
2. All members of all committees must hold regular faculty appointments at the University of Utah or must have auxiliary faculty appointments at the University of Utah and be recognized by the department as eligible to participate in research supervision. Auxiliary faculty hold research, clinical, lecturer, adjunct, visiting, or emeritus appointments.
3. Masters committees will consist of three faculty members.
 - a. At least two committee members must be regular departmental faculty.
 - b. At least one member of the committee must be a regular departmental faculty member who represents the student's program.
 - c. One member of the committee may hold an auxiliary faculty rank or be on the faculty in another department.
4. Doctoral committees will consist of five faculty members.
 - a. The majority of the members of the committee will be regular faculty in the Department of Educational Psychology.
 - b. At least one member of the committee must be a regular or auxiliary member of the faculty in another department.
 - c. At least one member of the committee must be a regular departmental faculty member who represents the student's program.
 - d. One or two members of the committee may hold auxiliary faculty ranks.

Exceptions to these guidelines require a special letter from the department chairperson or director of graduate studies to The Graduate School and approval by the dean of The Graduate School. An exception to policy may be granted to include a professor from another university as a member of the committee. In that case, the department requires a copy of the professor's vitae in addition to a letter of support from the department chair or director of graduate studies and approval by the dean of The Graduate School.

Department of Educational Psychology Policies and Procedures Document

The Director of Graduate Studies (DGS)

Effective Date: February 1, 2002.

A. Duties of the Director of Graduate Studies (DGS):

1. The DGS functions under the direction of the Department Chair. Thus, all actions of the DGS are advisory in nature and come as recommendations to the Department Chair. Specifically, the DGS will recommend the appointment of one within-department thesis/dissertation committee member (*note*: should a departmental faculty appointee have concerns about her/his recommendation [by the DGS] to serve on a committee such concerns should be expressed to the Department Chair prior to the Department Chair's final approval of the student supervisory committee). After the Department Chair finalizes the membership of the supervisory committee, the student can complete the Graduate School form titled, "University Graduate School Request for Supervisory Committee." This official form is then reviewed and signed by each faculty thesis/dissertation committee member, formally approved by the Chair of the Department and forwarded to the Dean of the Graduate School for final approval.
2. Attend a once-a-year meeting of the Graduate School and report relevant information to department faculty and administrative staff.
3. Serve as an ex-officio member of the Training Directors' Committee in the Department of Educational Psychology and participate in the monthly meeting of this group.
4. Assure that departmental policies remain consistent with those of the University of Utah Graduate School.
5. Consistent with departmental and Graduate School policy, a majority vote from the student's supervisory committee to pass the thesis/dissertation (dissertation: "3 in favor, 2 opposed" or "4 in favor, 1 opposed"/ master's thesis: "2 in favor, one opposed") automatically recommends the dissertation/thesis for approval to the Department Chair. However, in such situations where there is a minority dissenting vote from one or more members of the student's supervisory committee on the adequacy of a thesis or dissertation, the DGS will conduct an independent review of the written thesis/dissertation and provide a recommendation with respect to the dissenting minority vote to the Department Chair. Such a DGS review will not affect the committee vote and is for information purposes only. This final review; however, should be conducted prior to final approval of the thesis/dissertation by the Department Chair.

B. The student's dissertation or thesis committee is responsible for:

1. Review and approval of the student's Candidacy Form and Program of Study.
2. Review, examination, and approval of the student's thesis/dissertation research proposal.
3. Review, examination, and approval of the student's final thesis or dissertation.

C. Steps in the Process of Completing a Thesis or Dissertation

The student discusses her/his research interest with various faculty and through this process decides on a research topic consistent with the student's and her/his proposed chairperson's interests and/or expertise. The student and her or his thesis/dissertation committee chair work together to develop a list of potential thesis/dissertation committee member(s). If the proposed thesis/dissertation committee members agree, the student (in conjunction with her/his committee chair) completes the attached form and delivers it to the department administrative officer assigned to this process (Sherrill Christensen). The administrative officer checks the form for accuracy and completeness and forwards it to the Director of Graduate Studies (DGS).

The DGS, under the direction of the Department Chair, reviews the form and the specific committee membership request. The DGS then recommends a final within-department faculty member to serve on the thesis/dissertation committee. A copy of the department's "*Committee Approval Form*" is returned to the student and the original placed in the student's file. Using the Department's Committee Approval form, the student then completes the official Graduate School "*Request for Supervisory Committee*" form. Once completed, the Graduate School form is sent by the Department's responsible administrative officer to the Graduate School for final approval as described in the above paragraph.

In most cases, it is anticipated that this process will progress towards Graduate School approval in a timely fashion. If, however, the DGS has concerns about the membership of a specific committee request, working with the Chair of the student's committee the DGS may request a revision to the committee membership. If the student's committee chair has concerns about the DGS's within-department committee member recommendation, this concern can be submitted, in writing, to the Department Chair.

University of Utah
Department of Educational Psychology
Student Supervisory Committee Form

In conjunction with your thesis/dissertation chair, attach a 1-page or less, double-spaced description of your proposed thesis/dissertation research project, including the topic and a general description of the methodology you plan to use (e.g., qualitative, quantitative, single-subject design). It is not necessary to include a reference list.

Date: _____

Name: _____

Phone: _____ E-mail: _____

Program/ Professional Specialty: _____

Proposed (Circle One): Thesis / Dissertation Title:

Please type or print the names below of the faculty you wish to recommend to your committee.

If this is a master's thesis project, please recommend a chair and one committee member (who may hold an auxiliary faculty rank, be on the faculty in another department, or be a regular departmental faculty member). The Director of Graduate Studies (DGS) will select a regular within- department faculty member.

If it is a dissertation project, please nominate a chair and 3 committee members. The (DGS) will select a regular within-department faculty member for the committee.

See the guidelines for committee membership for a thesis or dissertation project

Student Recommended Chair: _____

Student Recommended Committee Member(s):

(Thesis or Dissertation)

(Dissertation only)

(Dissertation only)

Signature of Student: _____

DEPARTMENT OF EDUCATIONAL PSYCHOLOGY
Effective Date: February 1, 2002

RECOMMENDATION OF THE DIRECTOR OF GRADUATE STUDIES
STUDENT THESIS/DISSERTATION SUPERVISORY COMMITTEE

Date: _____

Student Name: _____

Student's Program: _____

Title of (circle one): Thesis / Dissertation:

Assignment of Additional Faculty Member (within-department faculty for master's thesis within-department faculty member for dissertation):

Name: _____

Other Committee Members: (*noted in Student Supervisory Committee Form*)

_____ APPROVE COMMITTEE AS REQUESTED

_____ ***DO NOT*** APPROVE FOR THE FOLLOWING REASONS:

(Signed)
Director of Graduate Studies

(Approved) Department Chair

THE UNIVERSITY OF UTAH GRADUATE SCHOOL
REQUEST FOR SUPERVISORY COMMITTEE

Return one copy to
GRADUATE RECORDS 302 Park Building

Approved copies will be distributed to the department and student.

This form is to be filled in by the student and submitted to Department Chair. _____

Degree sought: _____ Thesis: _____ Nonthesis: _____

Name: _____
Last First Middle

Salt Lake City Address: _____

U of U ID#: _____ Phone: _____

Major: _____

Supervisory Department: _____

Bachelor's Degree (Date) _____ Major _____ Institution _____

Master's Degree (Date) _____ Major _____ Institution _____

STUDENT'S SUPERVISORY COMMITTEE: The committee, consisting of a chair plus two faculty members for the master's degree and a chair plus four members for the doctor's degree are to be nominated by the Chair of the supervisory department or the Director of Graduate Studies according to departmental policy. One or more members of the supervisory committee shall be appointed from another department. Recommended changes in committee appointments must be submitted to the Dean of The Graduate School. Committee appointments are not final until approved by the Dean of The Graduate School.

Please type names and have member initial or sign next to it.

COMMITTEE: Chair _____

Member: _____ Department _____

Member: _____ Department _____

Member: _____ Department _____

Member: _____ Department _____

Member: _____ Department _____

The above committee members have been nominated to serve on the student's supervisory committee.

Action by (Signature) _____ of _____ Date _____
Chair/Directory of Graduate Studies Department

Action by the Graduate School

Committee approved by (Signature) _____ Date _____
Dean of The Graduate School

THIS FORM IS DUE BY THE SECOND YEAR OF THE GRADUATE PROGRAM