College of Education  
Doctoral Dissertation Committee Policy  
(Revised November 1, 2010)

This policy specifies the criteria that must be met for faculty to serve on College of Education doctoral dissertation committees for Ph.D. and D.Ed. degrees. This policy incorporates the University of Oregon Graduate School requirements for serving on doctoral dissertation committees that are specified in the Graduate School document entitled, “Doctoral Dissertation Committee Policy”:  
http://gradschool.uoregon.edu/sites/default/files/dissertation%20committee%20policy%202008.pdf

This policy also outlines the procedure for submitting a petition to obtain approval for professionals not included in the policy below to serve on College of Education dissertation committees.

COE Criteria for Serving on Ph.D. Dissertation Committees

The Ph.D. Dissertation committee consists of a minimum of four faculty members: one chairperson, two members from the department awarding the degree, and one member from a department other than the one awarding the degree.

Chairperson
- Tenured or tenure-track faculty with a regular academic appointment (assistant professor or higher) from the department awarding the degree  
- Holds a Ph.D. or an equivalent doctoral degree in education or a related field  
- Has a consistent record of scholarly publications in refereed journals  
- Has demonstrated competence in a particular content area or with a particular methodology  
- Previous service on a dissertation committee as an inside member or a co-chair  
- Has an active record of department involvement and participation in graduate education

Department Representatives-Inside members (2)
- Tenured or tenure-track faculty with a regular academic appointment (assistant professor or higher) from the department awarding the degree  
- Holds a Ph.D. or an equivalent doctoral degree in education or a related field  
- Has a consistent record of scholarly publications in refereed journals  
- Has demonstrated competence in a particular content area or with a particular methodology

Outside Representative (1)
- Tenured or tenure-track faculty with a regular academic appointment (assistant professor, or higher) in a UO doctoral degree granting department other than the one awarding the degree
Holds a Ph.D. or an equivalent doctoral research degree in education or a related field

Note: A faculty member holding "inside member" status in more than one department cannot serve as an outside member in those same departments.

COE Criteria For Serving on D.Ed. Dissertation Committees

The D.Ed. Dissertation committee consists of a minimum of four faculty members: one chairperson, two members from the department awarding the degree, and one member from a department other than the one awarding the degree. On some committees, a qualified practicing professional from outside the university may serve as one of the inside departmental members.

Chairperson
- Tenured or tenure-track faculty with a regular academic appointment (assistant professor, or higher) from the department awarding the degree
- Holds a Ph.D. or an equivalent doctoral degree in education or a related field
- Has a consistent record of scholarly publications in refereed journals
- Has demonstrated competence in a particular content area or with a particular methodology
- Previous service on a dissertation committee as an inside member or a co-chair
- Has an active record of department involvement and participation in graduate education

Department Representative-Inside Member (1 or 2)
- Tenured or tenure-track faculty with a regular academic appointment (assistant professor, or higher) from the department awarding the degree
- Holds a Ph.D. or an equivalent doctoral degree in education or a related field
- Has a consistent record of scholarly publications in refereed journals
- Has demonstrated competence in a particular content area or with a particular methodology

Department Representative-Inside Member from Outside UO (0 or 1)
- Qualified practicing professional (e.g., school administrator) with demonstrated expertise related to the dissertation topic
- Holds a Ph.D. or an equivalent doctoral degree in education or a related field
- Has extensive professional experience specifically relevant to the dissertation topic (e.g., experience in relevant areas of educational practice or research, publication in the area, etc.)
- Is approved for D.Ed. committee service by vote of the departmental faculty and nomination to the UO graduate school

Outside Representative (1)
- Tenured or tenure-track faculty with a regular academic appointment (assistant professor, or higher) in a UO doctoral degree granting department other than the one awarding the degree
• Holds a Ph.D. or an equivalent doctoral research degree in education or a related field

Note: A faculty member holding "inside member" status in more than one department cannot serve as an outside member in those same departments.

Exceptions

A small number of COE dual-title, NTTF faculty have been granted full standing to serve as dissertation committee members, co-chairs or chairpersons. This policy recognizes the legacy and status of those faculty within the college. For other professionals who do not meet the criteria described above, the procedure described below can be used to petition for approval to serve as a member or co-chair on COE doctoral committees. Once approval is granted it is ongoing unless there is a change in the professional's status (e.g., reduction in FTE). Approval to co-chair a dissertation committee must be obtained for each specific doctoral committee.

NTTF members who hold a doctoral degree and have standing in the department awarding the degree may petition. A NTTF member holding a rank of Senior Research Associate II may petition to serve as an inside or outside committee member. NTTF members holding a rank of Lecturer¹, Research Associate, or Senior Research Associate I may petition to serve as an inside committee member. On other occasions a petition may be forwarded for professionals working outside the university to serve as a fifth committee member (see Graduate School policy for the procedure).

Procedure For Appointment of Other Personnel To COE Doctoral Dissertation Committees

For Non-Tenure Track Faculty (NTTF) or other educational professionals interested in serving on dissertation committees as a co-chair, inside, or outside committee member, the individual is required to submit a petition including a curriculum vita, letter of interest, and documentation responsive to the criteria described above to the relevant department for review by the faculty and Department Head.

NTTF faculty may not serve as a committee chair. NTTF faculty with the rank of Senior Research Associate II may be eligible to serve as an inside or outside committee member and faculty with the ranks of Lecturer, Research Associate, or Senior Research Associate I may be eligible to serve as inside department committee members.

The Department Head will distribute the petition and supporting materials to the department faculty for review and vote to determine if the individual’s record qualifies

¹ The rank of Lecturer is not yet approved in the OUS system. Until it is, there are some COE NTTF members holding the rank of Instructor who will be moved to Lecturer rank when available. For the purposes of this policy, these individuals are considered as though they held the Lecturer rank.
him/her to serve on a Ph.D. or D.Ed. committee or both and in what capacity the individual can serve (i.e., co-chair, inside member). If the majority of the faculty vote is in the affirmative, the Department Head will send the Associate Dean for Academic Affairs a letter of recommendation summarizing the faculty deliberations and vote as well as the Department Head's own review and recommendation. The letter will make specific recommendations about the type of committee (i.e., Ph.D., D.Ed., or both) and capacity (i.e., co-chair, inside member) recommended for the petitioning individual. This same process shall be used to confer "inside" member status to a faculty member whose affiliation is in another department. Once a faculty member is approved as an inside member in another department they may no longer serve as an "outside" committee member in that same department.

The Associate Dean for Academic Affairs will review the recommendation memo and supporting materials and if appropriate, submit the material with a cover memo to the Dean of the Graduate School. The Associate Dean’s memo will indicate the College's approval for the individual’s appointment to a dissertation committee and in what capacity the individual is approved to serve.

The Dean of the Graduate School will review the recommendation and convey the decision to the Associate Dean for Academic Affairs and the Department Head. Note that approval for service as an outside committee member is only granted through the Graduate School.