PLEASE READ AND SIGN BELOW

Mentoring Graduate Students

GRADUATE FACULTY & THE GRADUATE DIRECTOR

Graduate Faculty mentors are responsible for admitting qualified students whose research interests can be accommodated within those of the program. The mentor should also ensure that students receive competent and sustained advising from their entry into the program until degree requirements are completed or the student is separated from the program. Faculty mentoring requires monitoring and evaluating student progress toward the degree and for communicating the results of the evaluation to the student on an annual basis. Students should be assisted in locating potential dissertation directors as well as guided in those research areas in which they have expertise; however, faculty members are responsible for deciding whether or not to serve as a dissertation director for any given student. This responsibility rests solely with the faculty, who are expected to make decisions based on reasonable academic criteria.

  - **Plan of Work and Transfer of Credit**: must be submitted before a student has completed 40 graduate credits, including any transfer credits.
    - Assure that transfer of credit and graduate scholarship policies are in place.
    - Make sure students are aware of these policies.
    - It is the students’ and departments’ responsibly to provide all course codes, credits and grades for courses students would like to transfer.
  - **Qualifying Exams**: the final Qualifying Examination determines whether the student has an adequate command of knowledge in the field of study and can organize, apply and convey that knowledge. The examination covers the applicant’s major and minor areas, along with other related areas as the department may prescribe.
    - Coordinate preliminary or qualifying exams for doctoral students and approve qualifying exam and thesis/dissertation committees.
      - **Written Qualifying Exam**: successful completion of the written Qualifying Examination is a degree requirement.
      - **Oral Exam**: if the oral requirement is satisfied with the student’s qualifying exams, it must be taken within 60 days of the written exam.
  - **Candidacy**: Completion of at least 50 credit hours of didactic coursework
    Committees must have at least four members; if the student has co-advisors – five members. Each committee must have at least two members from the student’s home department (one must always be the advisor). Each committee must have at least two members with graduate faculty status (one must always be the advisor).
- **Prospectus**: at the department's discretion the prospectus meeting can serve to satisfy the oral examination requirement. In such cases, the student orally presents the prospectus to their advisor and committee for discussion and questions. At the conclusion of the meeting, if the advisor and committee approve the prospectus and presentation, they should sign the Prospectus form, including the bottom half of the first page that indicates the proposal defense satisfied the oral exam requirement. The student should complete the form and submit it to the departmental graduate director for verification of graduate faculty appointments.

- **Doctoral research**: All research is regulated by federal, state and local agencies. Approval is required for research involving human participants or animal subjects before research activities begin.

- **Conflict of Interest**: given the length of time required in the dissertation process, students will be required to submit the Conflict of Interest form twice, once with the Prospectus and again prior to the Dissertation Defense, even if no new conflicts arise and the committee does not change. The second page must always be signed by the advisor and the student; please read carefully, as any disclosed conflicts dictate where the advisor and student must sign on the second page. The Conflict of Interest is one of two forms faculty cannot give other faculty permission to sign the form in their place. If a committee member is unable to sign the form or provide an electronic signature, an email from that committee member must be sent to the Ph.D. Office. The email must use this exact verbiage: "I have read _______'s dissertation and approve its content and certify that it is ready for the Public Lecture Presentation - Defense. I also do not have any financial or other conflicts of interest with_______or any member of her dissertation committee." If the committee member does have a conflict, they must state as such and explain that conflict.

- **Change in Committee**: should a student's committee change post-proposal defense, an approved Change in Committee form must be filed with the Ph.D Office. The form must be signed by the dissertation advisor, the student, the department graduate director, the member being removed, and the member being added. Please note that post-proposal defense, should the dissertation advisor leave the university or program but would like to stay the student's advisor, this is permitted; however, the advisor must still attend the student’s dissertation defense in person. In this scenario, the student must still have an outside member who is not the advisor.

- **Time Extension**: students wishing to file a time extension request have a six-month grace period after their expiration date in the program to file and have approved a time extension request by the Ph.D Office. Such students must have an approved prospectus on file with the Ph.D Office.

- **Final Defense**: at least two weeks prior to the student's dissertation defense, a candidate must
  - submit the dissertation manuscript electronically to ProQuest for a format check.
All committee members and the department graduate director must sign part I of the Final Report form (this includes Safe Assign certification by the advisor or graduate director) and Conflict of Interest form. The Final Report and the Conflict of Interest are the two forms faculty cannot give other faculty permission to sign the form in their place. If a committee member is unable to sign the form or provide an electronic signature, an email from that committee member must be sent to the Ph.D. Office. The email must use this exact verbiage: "I have read_______’s dissertation and approve its content and certify that it is ready for the Public Lecture Presentation - Defense. I also do not have any financial or other conflicts of interest with_______or any member of her dissertation committee." If the committee member does have a conflict, they must state as such and explain that conflict.

Starting January 1, 2017, the first page of the Safe Assign report must accompany the pre-defense paperwork for approval by the Graduate School.

Please note that the dissertation advisor is the only committee member who MUST attend the dissertation defense in person; all other members may Skype or conference call in.

Must be registered the semester they will defend before the necessary pre-defense paperwork reaches the Ph.D. Office for approval.

Graduate Director or dissertation advisor must upload the student’s dissertation to Safe Assign prior to the student’s final defense to perform the plagiarism check and certify as such on the student’s Final Report form.

Prior to approval, the department graduate director must verify graduate faculty appointments.

Post-defense, the Final Report form and the Graduate Examiner’s form (emailed to the advisor once the pre-defense paperwork has been approved by the Graduate School) must be completed and returned to the Ph.D. Office within 48 hours after the student’s defense.

Committee members must sign the student’s title page to denote no other content changes must be made to the student’s dissertation and it is now ready for the final format check and then publication. The Signed Title page should NOT be signed if the committee discerns at the dissertation changes must be made to the manuscript. The Ph.D. Office will not accept the student’s manuscript for publication until it receives the Signed Title page.
Responsibilities of the Graduate Director

The person responsible for the administration of the graduate program in each academic unit is referred to as the Graduate Director and should also be referred to as such in the department. The role of the Graduate Director also varies greatly, due to the size of the program and the administrative structure of the unit. Administration of the graduate program includes the following basic responsibilities.

- Some specific graduate functions may be shared with other faculty or performed by someone other than the Graduate Director.
- Implement Graduate School, school or college, and department policies on graduate education. Function as liaison among these units.
- Coordinate the department’s recruitment and admission of graduate students. Collaborate with the Graduate School and Graduate Admission Office on recruitment events.
- Maintain an updated master file of the department’s graduate students. Report to the Graduate School any students who have left or have been dismissed from the program.
- Orient graduate students to University and departmental procedures and expectations. Advise the Graduate School about procedural matters relating to graduate studies.
- Ensure that graduate students have advisors and act as advisor for students who do not yet have one.
- Assure that the department has in place a student academic progress policy and, for Ph.D. programs, an annual review process. Monitor the academic progress of students at least yearly. See the Annual Review policy at: http://wayne.edu/gradschool/phd/annual-reviews/
- Review and approve the Individual Development Plan for each doctoral student. See the IDP policy at http://wayne.edu/gradschool/phd/idp/
- Resolve problems related to graduate students, ensure an appropriate appeals procedure when needed, and refer problems to the department chair when appropriate. Advise the Graduate School when appropriate regarding appeals.
- Award fellowships and make teaching assignments for graduate assistants with the advice of the Graduate Committee.
- Provide or oversee training for teaching assistants.
- Suggest changes or revisions in departmental policies to improve the graduate program.
- Attend meetings of Graduate Directors conducted by the Graduate School.
- Serve as advisor to student-organized and -focused activities, such as research days or grant writing and publishing workshops.
- Act as a mediator in academic disputes involving faculty serving on qualifying examination or dissertation committees.
• Assure that students are familiar with scholarly communication resources available to them, including online resources, the Writing Center, coursework, and workshops sponsored by the Graduate School.

• Inform students about the Responsible Conduct for Research course (GS0900) and verify registration for all new PhD students.

• Assure that degree requirements are met and certify their completion.

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Graduate Faculty Name and Department

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Graduate Director Yes _________ No __________

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Signature Date