



GSEHD

### Dissertation Committee Membership Form (EdD & PhD Students)

Upon establishing the dissertation committee and/or confirming a Chair, submit the Dissertation Committee Membership Form. Provide a copy of the completed form to all committee members. Attach the C.V. of committee members who are not GW faculty members and submit the form to the Office of Student Services at [docgsehd@gwu.edu](mailto:docgsehd@gwu.edu). After initial filing of this form, changes to the committee are to be requested in a memo from the chair to the Office of Student Services, signed by the chair, the person stepping down, and the new person joining the committee.

Student Name: \_\_\_\_\_ GWID: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Program: \_\_\_\_\_ E-mail: \_\_\_\_\_

Topic area: \_\_\_\_\_

The following Dissertation Committee has been established for the above indicated student:

Chairperson: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# DISSERTATION COMMITTEE STRUCTURE

The three-member dissertation committee includes a dissertation chair and two additional committee members. Prior to the dissertation defense, two additional examiners join the committee.

- Out of the five members, one must be outside the candidate's home program and one must be outside GSEHD.
- One of the committee members, other than the chair, will also serve as the presider. The committee member serving as presider shall also be an active examiner, participating in the questioning of the candidate and the votes. In special circumstances, the Senior Associate Dean may approve an independent presider. If the presider is not a member of the examining committee, they are present solely to moderate, and do not have a voting role. The presider must be a GSEHD faculty member (tenure track, contract, or visiting).

## Three-Member Dissertation Committee

### DISSERTATION CHAIR (NON-VOTING AT THE TIME OF DEFENSE)

- Hold an earned doctorate.
- Hold a full-time or part-time GSEHD faculty appointment (regular status, non-visiting). Appointment outside program area requires approval of candidate's primary advisor.
- Have expertise in candidate's topic area.
- Have an active research agenda as characterized by the departmental personnel guidelines.
- Either (a) have experience serving as a member on no less than two dissertation committees, including the defense of the dissertation, or (b) in the absence of such experience, be mentored by an experienced GSEHD dissertation chair selected by the faculty member's department chair.

Emeritus and departing faculty may continue to serve as the dissertation chair for a period not to exceed two years, if the student has an approved proposal. After two years the student must reconstitute the dissertation committee by selecting a new chair.

### TWO ADDITIONAL COMMITTEE MEMBERS (VOTING)

- Hold an earned doctorate, or a terminal degree and a faculty appointment, for at least one year.
- Have expertise that matches the candidate's topic area and research.
- Among the chair and the two other committee members, at least one will be knowledgeable about the methodology to be used in the dissertation research and designated as taking responsibility for guiding the research methodology.
- It is strongly recommended that one member come from outside the candidate's home program (Counseling, C & I, Ed Admin & Policy Studies, HEA, HOL, and SPED).
- Committee member cannot have a relationship with the candidate that might pose a conflict of interest.
- If a member does not hold a GW faculty appointment, he/she must submit a copy of his/her curriculum vitae to the Office of Student Services.

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## Two Additional Examiners for the Defense of Dissertation

### TWO ADDITIONAL EXAMINERS FOR THE DEFENSE OF DISSERTATION (VOTING)

**Two additional examiners are selected on the basis of their expertise and interest in the candidate's topic area**

- Hold an earned doctorate for at least one year prior to the defense.
- Have a professional background and experience that is relevant to the candidate's topic area.
- Committee members must not have a relationship with the candidate that might pose a conflict of interest.
- If not a current or former GW faculty member, a copy of their curriculum vitae must be submitted to the Office of Student Services.