Guidelines for professors serving as Chair of a CSI PhD student dissertation committee

The Chair of the committee needs to be full time tenure/tenure-track faculty in the Department of Computational and Data Sciences.

1) **First step.** The Chair calls for a committee meeting of all members and the student. In this meeting, the committee members review the full coursework that the student has done and approves it or not. Additionally, the committee members and the student determine the subjects for the qualifying exam. A tentative exam date should be set. There should be 3-4 subjects selected. Each subject need to have a written part (all day, on-campus, exam) and a computational part (take home, 2-week, individual reports submission is required). Members of the committee are identified for preparing the written and computational sub-parts of the exam consistent with the selected subjects. The above decisions are entered in Form#3.

2) **Second step.** One week prior to the exam, the committee Chair collects all the subparts of the written and computational exam from the various committee members and submits the full exam to the Graduate Coordinator. Each subpart of the exam needs to identify the name of the student, the date, the subject, the examiner, the allocated length, and if it is close/open book/notes.

3) **Third step.** The Chair is notified by the Graduate Coordinator if the exam is appropriate, or needs some corrections. Once the exam is approved, the Chair is the proctor and should have planned where the written exam is administered, handle and collect all subparts of the written portion. At the end of the day, the Chair should give to the student the take home computational exam, and request that all reports be submitted to him/her.

4) **Fourth step.** The Chair distributes the written answers to each one of the committee members responsible from its preparation. It is also the task of the Chair to collect back the original answers with the grade (pass, no-pass) given by each committee member.

5) **Fifth step.** The Chair distributes the student reports on the computational sub-parts to each one of the committee members responsible for them for their grading. It is also the task of the Chair to collect back the grade (pass, no-pass) given by each committee member to the computational reports.

6) **Sixth step.** The Chair, having all grade inputs, decide if the whole exam is a clear PASS or not. If it is, then reports the outcome to the student, and ask him to collect the committee member signatures in Form #4. The student (or the Chair) must submit Form #4 with all signatures to the Graduate Coordinator in a timely fashion. If the whole exam is not a clear pass, then the Chair should consult with the other members what is the best way to proceed. Alternatives are: a) set an oral exam date where all members of the committee have option to ask pertinent questions to the exam, b) set a second date for a new exam, c) give a NO-PASS. The former two (a, b) may result in either a pass or no pass. In all three cases, the Chair should ensure giving the output in Form #4 and return the form with all signatures to the Graduate Coordinator along with the package of original exam answers and reports. If the student fails (no pass), the committee is automatically dissolved.
7) **Seventh step.** Assuming the qualifying exam is a pass, the next step is to follow the advance of the student to finish his/her dissertation proposal. The student and the dissertation director (if this individual is not the committee chair) should communicate to the Chair when the dissertation proposal is going to be defended, and the student should send to each committee member a copy of the proposal manuscript (7-10 pages). The Chair should make sure that an appropriate room on campus is scheduled for the proposal defense.

8) The **eighth step** for the Chair is to ensure the participation of the full committee at the dissertation proposal defense meeting. If the committee considers that the proposal and timeline for graduation is acceptable, then Form#5 is filled and signed by all members of the committee. This form and a copy of the dissertation proposal should be submitted to the Graduate Coordinator. If everything is in order, the student is advanced to candidacy at this point.

9) **Ninth step.** The Chair of the committee (if he/she is not the dissertation director) should be periodically in contact with the student to learn about the research advances achieved and the publications and conference submissions done. When the student is ready to finish the dissertation, the Chair should make sure that a pre-defense takes place at least one month prior to the tentative date of the final defense. The Chair should make sure that the dissertation manuscript is circulated to all members of the committee at least one week before the pre-defense and the final defense. The Chair should make sure that all members of the committee are present in both the pre-defense and the defense meetings. If the defense is positive, the Chair makes sure that all members of the committee sign the dissertation required forms, including the Form#6. The latter needs to be submitted to the Graduate Coordinator and serves the purpose of closing the student file in the CDS department.