

## Request for Appointment of Dissertation Committee

Office of Doctoral Studies • 82 Washington Square East, 2<sup>nd</sup> Floor, NY, NY 10003-6680 • (212) 998-5044

### Student Information

				<b>N</b>
First Name		Last Name		ID Number
Street Address		City	State	Zip Code
Email Address				
Department	Program	Program Code	Telephone	

### Title of Proposed Study:

**Instructions:** Read the reverse side of this form for information regarding faculty policies governing the appointment of dissertation committees. Complete the information in the box above, and ask your proposed committee chair and members to sign and date as indicated below. Obtain the signature of your department chair, then submit this form to the Office of Doctoral Studies at the above address.

**Proposed Dissertation Committee:** I have been asked by the above-named doctoral candidate to act as Chair or Member of her/his dissertation committee and hereby agree to act in that capacity. I also recommend (chair only) that the faculty members whose signatures appear below be appointed as the additional members of the dissertation committee. I understand that all dissertation committee appointments require the approval of the Department Chair (below) and the Vice Dean for Academic Affairs.

1				
	Signature of Proposed Dissertation Committee Chair	Name of Proposed Chair	Department	Date
2				
	Signature of Proposed Dissertation Committee	Name of Proposed Member	School/Department	Date
3				
	Signature of Proposed Dissertation Committee	Name of Proposed Member	School/Department	Date

**Department Chair:** By my signature below, I approve the above-proposed dissertation committee:

Department Chair Signature	Name of Department Chair	Department	Date

<b>For Office of Doctoral Studies Use Only</b>	The student named above is eligible to secure the appointment of a dissertation committee		
	Approval Signature		Date

### FACULTY REGULATIONS GOVERNING APPOINTMENT OF DISSERTATION COMMITTEES

The following regulations apply to dissertation committee appointment for all Ph.D. and Ed.D. candidates in The Steinhardt School of Culture, Education and Human Development.

All requests for committee appointments are subject to the approval of the Department Chair and the Vice Dean for Academic Affairs. Completed requests for appointment of dissertation committees should be submitted to the Office of Doctoral Studies, 82 Washington Square East, 2<sup>nd</sup> Floor. That office will officially confirm and record the appointment of your dissertation committee once it has verified your eligibility to secure a committee (eligibility requirements may include successful completion of the departmental candidacy examination and completion of the six-point Foundations course requirements).

The dissertation committee chair and at least one committee member must be full-time members of the faculty of New York University holding the rank of professor, associate professor, or assistant professor with an earned doctorate. The chair is to come from your program of specialization. Further, in order to ensure a diversity of perspectives during the proposal and dissertation development process, at least one member of the committee must hold professorial appointment in a program different from your program.

Part-time adjunct faculty, clinical assistant professors, and persons with an affiliation other than New York University, may serve as committee members with the approval of the Department Chair and the Vice Dean for Academic Affairs. If you are requesting the appointment of such a member, you will be required to submit a copy of her or his curriculum vitae or faculty bio along with this form. All committee members must have earned doctorates.

Students may request the appointment of a dissertation committee chair (or chair and only one of the two remaining committee members) without simultaneously requesting the appointment of the remaining member(s) of the committee. Students who elect to request the advance appointment of a chair in this manner should still complete the front side of this form but return it with only the signature of the proposed chair in space 1 and the signature of the department chair at the bottom of the form. Students who elect to request the appointment of a full dissertation committee in the usual manner should complete the front side of the form, and return it to the Office of Doctoral Studies with the signatures of the proposed chair, proposed member(s), and the department chair. Students who elect to request the advance appointment of a chair will have one year from the date of the approval of the chair's appointment to request the appointment of the remaining member(s) of the complete dissertation committee. Students using this form to request the appointment of remaining members should have the proposed members sign in the spaces numbered 2 and 3 on the front of this form, and also have the chair indicate her or his approval of the proposed members by signing in the space numbered 1. Also required is the signature of the department chair.

You may request the appointment of a two-member committee (as an exception to School policy). This request must be made in writing and must be countersigned by the dissertation committee chair. Three-member committees that have been officially appointed may only be reduced to two-member committees by exception and with the approval of the Department Chair and the Vice Dean for Academic Affairs. A two-member committee, at the written request of the student and the committee chair, may be increased to a three-member committee.

Students may request, by exception, the appointment of a four-member committee. As is the case with three-member committees, the chair and at least one member must be full-time members of the faculty of New York University, holding the rank of professor, associate professor, or assistant professor with an earned doctorate. Students requesting a four-member committee should submit an additional "Request for Appointment of Dissertation Committee" form with the signature of the committee chair, the fourth member, and the department chair.

If, after your committee has been officially appointed, circumstances require that you replace your chair or a committee member, the faculty member being replaced must officially resign in writing. After the Office of Doctoral Studies has received the appropriate memo of resignation, the front of this form should be signed by the new chair or member, as well as the department chair, and submitted to the Office of Doctoral Studies.

If you have any questions regarding the policies and procedures outlined above, please call the Office of Doctoral Studies (212) 998-5044.