Dissertation Proposal Review
A quick reference guide

- Be admitted to candidacy
- Be sure your dissertation committee is on file with the Office of Research and Doctoral Studies (Pless, 5th Floor)
- Meet with your dissertation committee to have your dissertation proposal approved and cover sheet signed

Two readers will be appointed from the department based on availability.

Either you or your dissertation chair will email Julia with 4-5 possible days and times to hold the proposal review.

Bring ONE copy of the dissertation proposal and cover sheet to Julia Matsako (Kimbali, 8th Floor), and TWO copies to the Office of Research and Doctoral Studies.

You or your dissertation chair will schedule the proposal review with your newly appointed readers.

Send copies of your dissertation proposal to your readers in advance of the review.

Your Dissertation Proposal Review takes place.

Submit the signed Proposal Review Outcome form to Julia and the Office of Research and Doctoral Studies.

Make any proposal revisions based on feedback during the proposal review.

Proposal Review Outcome form is completed by your chair and readers.

FAQ

When can the proposal review be held?
- Proposal reviews take place each academic year from September 1 through June 30. Readers may be requested and appointed by May 15 for late June proposal reviews to ensure availability of the readers.

How are readers assigned?
- The doctoral student’s dissertation chair will send a message to the academic advisor (Julia Matsako, junor@nys.edu) requesting the names of potential readers and providing 4-5 ideal times to hold the proposal review. Using an alphabetized list, the academic advisor will propose the next two named on the list (those who have not shown interest or through the list of readers who are available during the proposed times.

The dissertation chair will accept these suggestions and proceed to schedule a proposal review or request to the Department Chair that one or more of the names be skipped for scholar’s reasons (past disagreements about methodology, for example). If an agreement is reached that a name should be replaced, the academic advisor will provide the next name on the list. Any other exceptions sought by the dissertation chair or potential readers should be addressed to the Department Chair.

How long will it take before a proposal review is scheduled?
- Depending on how flexible the readers’ schedules are, the proposal review can be scheduled within two to four weeks.

Who needs to be at the review?
- The dissertation chair, the readers, and the student must be at the review. Committee members are welcome, but not required to attend.

What is the format of the review?
- Students can expect to present for about ten minutes, followed by about 50 minutes of discussion.

Where can a student get more information about dissertation proposal?
- The Office of Research and Doctoral Studies maintains a comprehensive website: http://steraid.nys.edu/doctoral/graduates/doctoral/dissertationproposal
- All forms, including the Dissertations/Proposal Cover Sheet and the Proposal Review Outcome Form, can be found at: http://steraid.nys.edu/doctoral/