

Standard Operating Procedure –Dissertation and Doctoral Thesis Research Committee

Responsibility: Associate Dean; College Coordinator

Time Frame: After successful completion of a Comprehensive/Capstone/Superintendent Exam and prior to the beginning of a research project.

Definition: The Research Committee is responsible for providing timely and thorough guidance to a student for the planning and implementation of a rigorous research study.

Procedures:

Step 1: Candidate Responsibility

1a: Select a Research Committee Chair from faculty with similar research interests

1b: Contact other faculty to provide strength and support to the project

1c: Inputs committee members in *MyAdvisor* and uploads vita of non-UH member

Step 2: Composition of Research Committee

2a: Four (4) members

2b: Chairperson from the candidate's department

2c: Committee composition

2i: A least two additional full-time faculty from the College of Education or other UH College

2ii: A person with a doctorate degree in a relevant area from outside the University or an adjunct at the University of Houston

Step 3: Reconstitution of Research Committee

3a: Notify the chairperson via e-mail

3b: Make the appropriate change in *MyAdvisor*