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