

## Appendix E

### **Guidelines for PhD Programs**

All of the aspects of the Ph.D. dissertation (proposal, committee, defense, final version, etc.) listed in the outline below must be specifically addressed in proposals for Ph.D. programs. A signed confirmation statement (such as the one shown below) must be included in the proposal.

*The program director and dean understand and assure that the University Guidelines for Ph.D. Programs will be implemented and followed.*

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#### I. Dissertation Committee

- a. The dissertation committee must be comprised of a minimum of three faculty
- b. Dissertation committee members may be:
  - i. Full-time NSU Faculty
  - ii. Part-time NSU Faculty
  - iii. Faculty affiliated with other academic institutions
  - iv. Professionals outside of academia with expertise and experience related to the dissertation content area

#### II. Dissertation Committee Chair

- a. The faculty member, serving as chair, must have a demonstrated history of conducting research and mentoring PhD students and must possess a PhD in a field related to the research being conducted.
- b. The dissertation committee chair:
  - i. Has demonstrated an active research involvement related to the content area of the dissertation
  - ii. Has published in scholarly refereed journals within the past 5 years
  - iii. Is a faculty member at NSU and must maintain a full or part-time faculty appointment at NSU
- c. Responsibilities for the dissertation chair are to:
  - i. Work closely with Ph.D. student to formulate the dissertation proposal
  - ii. Approve the dissertation proposal for distribution to the dissertation committee
  - iii. Preside over the proposal defense
  - iv. Supervise data collection after the successful proposal defense
  - v. Approve in writing, any changes in the dissertation activity
  - vi. Consult with the dissertation committee as deemed appropriate
  - vii. Approve the final dissertation for oral defense by the Ph.D. student.

#### III. Dissertation Proposal

- a. The supervisory/dissertation committee must unanimously agree that a student is ready to defend their dissertation before a defense is scheduled.
- b. The dissertation proposal shall consist of:
  - i. A critical review of the literature
  - ii. The question to be answered
  - iii. A methodology section
  - iv. A proposed analysis section

The dissertation proposal defense will be before the dissertation committee and shall include:

- v. Work to be completed
- vi. Questions by the dissertation committee
- vii. Outcome of deliberation of the dissertation committee
- viii. Feedback to the Ph.D. student by the committee chair

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#### IV. Final Dissertation and Defense

- a. The defense of the final dissertation shall be
  - i. Presented by the Ph.D. student upon approval of the dissertation chair
  - ii. Presented before the dissertation committee and be open to the university community
  - iii. Announced to the university community by the Vice President for Academic Affairs after timely notification by the dissertation chair
- b. The defense shall include:
  - i. A brief summary of the proposal
  - ii. A detailed description of the dissertation results and implication of the findings
  - iii. Deliberation and a decision regarding the acceptability of the dissertation by the dissertation committee.
  - iv. Following the completion of the dissertation defense, the supervisory/dissertation committee will vote on approval of the dissertation. The resulting decision must be unanimous from all committee members.
  - v. Feedback to the Ph.D. student by the committee chair
- c. The final dissertation shall include:
  - i. The revised proposal
  - ii. A results section
  - iii. A discussion section
  - iv. A signature page with approval signatures of all dissertation committee members obtained by the graduate student

#### V. Binding and Dissemination of Dissertation

- a. All Ph.D. dissertations:
  - i. Will be approved and signed by the dissertation committee chair after:
    1. Revisions are complete
    2. The manuscript is bound in accordance with the guidelines established by the Vice President of Academic Affairs
    3. The manuscript has been submitted for publication in University Microfilms Inc. Dissertation Publishing
  - ii. Will follow the designated writing style established by the dean in collaboration with the program director
  - iii. The written dissertation is required to be published in an appropriate field-specific repository (UMI, ProQuest, etc.).
  - iv. Will be distributed to the: University library
  - v. It is important for the professional development of the student to participate in dissemination of their research findings; therefore, each student should be required to participate in at least one dissemination method from Group A and one method from Group B below:
    - Group A: Presentation
      1. Presentation on research findings at an internal conference/symposium/etc.
      2. Presentation on research findings at an external conference/symposium/etc.
      3. Other field-specific and Dean/Committee approved method for presenting research findings
    - Group B: Publication
      1. Submit publication(s) from dissertation research as first/main author
      2. Submit publication(s) from dissertation research as non-first/main author
      3. Other field-specific and Dean/Committee approved method for publishing research findings

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#### **Research Intensive PhD Program Development**

Research-intensive PhD programs, with at least 70% of course credits dedicated to research effort.

Research-intensive PhD programs should align with the below outcomes:

- Critically apply theories, methodologies, and knowledge to address fundamental questions in their primary area of study. (Research, Critical Thinking, Content Knowledge)
- Pursue research of significance in the discipline or an interdisciplinary or creative project. Students plan and conduct this research or implement this project under the guidance of an advisor while developing the intellectual independence that typifies true scholarship. (Research, Critical and Creative Thinking)
- Demonstrate ability to use assessment, evaluation, and research data to make informed administrative, academic, clinical, and/or research-related decisions. (Knowledge)
- Design and conduct a research study, assessment study, and/or program evaluation (Application)
- Demonstrate the ability to effectively communicate the results of a unique study using appropriate dissemination outlets (e.g., written, oral, electronic). (Research)
- Articulate and solve well-defined and non-trivial problems using information, domain knowledge, and research skills acquired in the program to create measurable solutions to the field and contribute to the advancement of knowledge and/or technology in the research domain. (Problem solving)
- Make informed decisions based on ethical and legal principles. (Ethics)

#### Research Intensive PhD Program Financing

Financing and Infrastructure: The research intensive PhD must have a dean-approved financial plan to ensure a minimum of 4 years of funding for the PhD student that includes both tuition and a stipend. The faculty member supporting the student must have a dean-approved statement attesting that the proper infrastructure and instrumentation is in place for a PhD student to conduct the planned research.