**PhD Program and PAS Responsibilities**

**CED Standard Operating Procedures**

**PhD Coordinating Committee**

Each PhD has a Coordinating Committee to administer the degree program in a collaborative manner. Each Coordinating Committee includes the Director of Graduate Programs, the faculty coordinator of each of the program areas of study (PAS) under the PhD program, the department head, one staff member responsible for the support of graduate education (e.g. admissions and scheduling), and one graduate student elected by students in the PhD program. The Committee is responsible for planning and coordination regarding:

* Advancing PhD and PAS quality associated with enrollment projections, cohort size, diversity, recruitment, admissions and coordination among the PAS;
* Ensuring the development and delivery of the common foundational core for the PhD programs across the College;
* Ensuring that PAS requirements align with the PhD such as credit hour requirements and transfer of credits and the nature and timing of comprehensive exams;
* Creating and keeping the PhD Handbook up-to-date and accurate to provide a year-by-year and credit hour summary of expectations and serve as a guide for students from matriculation through graduation;
* With the facilitation of the DGP ensuring the PhD meets the accountability requirements of the Graduate School in improving student learning through effective outcomes assessment;
* Overseeing recruitment and orientation activities;
* Overseeing regular review of student progress and ensuring that every student receives feedback about his or her academic progress at least once a year;
* Ensuring that the PhD curriculum is well planned and scheduled for several years ahead and that curricular offerings are kept up to date;
* Fostering a sense of community through faculty and student events so that faculty and students have opportunities to get to know each other in ways that will lead to productive interaction;
* Organizing events to prepare students to successfully write and deliver scholarly and policy papers nationally and internationally and develop grant proposals;
* Organizing celebratory events for significant student and faculty accomplishments;
* Overseeing the PAS process to address student lack of progress towards the degree;
* Awarding the PhD program outstanding dissertation of the year;
* Preparing an annual scorecard for the PhD using standard university indicators for graduate programs (e.g. applications per graduate faculty member, selectivity and yield, degrees awarded per graduate faculty member, and peer-reviewed articles per graduate faculty member; data from the annual review of students);
* Keeping the PhD website up to date, accurate and effective as a primary source of information for future and current students and alumni and alumnae and in alignment with the other PhD programs in the College;

**Program Areas of Study**

The Program Area of Study is the primary structural element in the College of Education PhDs. PAS are composed of six (6) or more faculty members who come together around shared intellectual interests as demonstrated by research, scholarship and grants. At least four (4) of the faculty members must be tenure track faculty and have primary affiliation with the PAS. Individuals with administrative appointments must have a minimum of a .5 percent commitment to department level faculty responsibilities to be a primary member of the PAS.

All faculty members with full graduate status are expected have a primary affiliation with a PAS. A faculty member may be associated with one or two PAS with one being the primary affiliation and other the secondary affiliation. Faculty members may also, but are not required to, have a secondary affiliation with a PAS. Faculty members with a secondary affiliation are expected to assist the PAS with the recruitment of students, serve on dissertation committees. They are also encouraged to collaborate on research with faculty members and students in that PAS. All faculty members affiliated with a PAS are expected to participate in the governance process of the PAS.

***PAS Responsibilities*:**

* Developing an organizational structure with supporting resources for coordinating responsibilities among faculty within a PAS.
* Engaging in a continuous process to attract and recruit, admit and enroll the best prospective students. Each PAS is expected to develop its recruiting plan in conjunction with the PhD program;
* Meeting enrollment targets and ensuring timely degree completion;
* Actively recruiting students from groups underrepresented in the PAS;
* Recommending prospective students for admission through the Director of Graduate Studies to the Graduate School;
* Following through with admitted individuals to encourage them to come to enroll in the PhD program;
* Obtaining funding for prospective students and/or assisting students obtain funding;
* Augmenting the College and PhD program orientation with a PAS orientation;
* Clearly identifying PAS requirements, which align with the PhD program and defining requirements in a manner that courses are shared across the PhD to ensure sufficient course enrollments;
* Providing consistent mentoring, and fostering academic/professional development and the familiarity of ethical standards;
* Overseeing annual reviews assessing student progress, setting goals and identifying milestones for the next year;
* Administering the doctoral specific examinations and doctoral dissertation defenses consistent with the PhD program expectations;
* Assisting students in the job search process and providing prospective employers with information about graduating students;
* Annually reviewing indicators of academic program excellence;
* Ensuring the PAS meets the accountability requirements of the Graduate School in improving student learning through effective outcomes assessment;
* Annually updating PAS information for the PhD program Handbook and ensuring that the web pages of the PAS are current at all times.

(Approved 20 February 2015)