

DEAN'S REPRESENTATIVE ROLE

Name of Student _____ UID _____

Program _____ Ph.D. _____ Ed.D. _____

Determining the Role of the Dean's Representative

The sole responsibility of a Dean's Representative is to ensure that all Graduate School procedures and policies are followed during the oral defense examination.

The Dean's Representative must hold tenure in a department other than the department of the Chair and Co-Chair (if applicable) of the Examining Committee.

The chair, in consultation with the student and the Dean's Representative will determine if the potential Dean's Representative will be a voting member of the Examining Committee and will participate in the oral examination and be expected to contribute to the decision regarding the outcome as well as ensure procedural integrity, or will be a non-voting member and will not participate in either the examination or decision but will sign the Report of the Examination Committee to indicate that the examination was conducted in accordance with Graduate School policies.

The role of the Dean's Representative must be determined prior to the oral examination. By way of submission of this form, the Dean's Representative role is defined.

Please choose one of the following options in order to identify and document the role of the Dean's Representative for the above named student.

_____ (a) Voting Dean's Representative

The substantive Dean's Representative is a *decision making role*. As such, the Dean's Representative serves as voting member and may either:

- Be fully involved in the development of the proposal, the implementation of the research, and participate in the oral examination of the dissertation or:
- Limit participation to reading the final dissertation and participating during the oral examination.

In either case the voting Dean's Representative will participate in the examination and will be expected to contribute, with the other committee members, to the decision regarding the outcome of the defense (Pass/Fail). In addition, the Dean's Representative will also confirm that the defense was conducted properly. The Dean's Representative signature will indicate that the oral examination has been carried out in accordance with the procedures and policies of the Dean of the Graduate School.

_____ (b) Non-voting Dean's Representative

The non-substantive Dean's Representative's sole mandatory role is to ensure that the Graduate School policies and procedures are properly followed and constitutes the sixth member of the Examining Committee. Although, the Dean's Representative does not vote on passage or failure of the oral examination, the Dean's Representative's signature is required to document that the conduct of the oral defense was in accordance with Graduate School policy.

STUDENT SIGNATURE DATE

DISSERTATION CHAIR SIGNATURE DATE

DEPT. DEAN'S REPRESENTATIVE SIGNATURE DATE

PROGRAM GRADUATE DIRECTOR SIGNATURE DATE