



MEMORANDUM

TO: Dr. Xiaoxia Newton, Faculty President
FROM: Dr. Concepcion Godev, Graduate Council Chair
CC: Mr. Matt Wyse
DATE: March 18, 2024
RE: Training Requirement for First-Time Chairs of Thesis/Dissertation Committees

Appendix

Committee Chair Training Requirement (memo from Dr. Katherine Hall-Hertel)

Motion

At the March 12 meeting, the Graduate Council voted unanimously to recommend the proposed Committee Chair Training Requirement (see memo from Dr. Katherine Hall-Hertel) for first-time thesis or dissertation committee chairs.

Justification

Chairs of thesis and dissertation committees have to be familiar with many policies and tasks in order to perform their complex duties well. The proposed training for first-time thesis or dissertation committee chairs is intended to minimize errors that may result in graduation delays, and in misadvising students or misdirecting committee members.





To: Dr. Concepcion Godev, Chair, Graduate Council
From: Dr. Katherine Hall-Hertel, Associate Dean, Graduate School
Date: February 16, 2024
RE: Committee Chair Training Requirement

The Graduate School recognizes the importance of the mentor/mentee relationship in helping graduate students succeed as researchers. The Committee Chair plays a critical role in guiding a student through their research, as well as through the process of producing and defending a dissertation or thesis.

As administrators of the committee approval process, we observed a number of cases where faculty committee chairs failed to advocate for the student or misadvised the student about the process. In some cases, students experienced delays in their progress or delays in their graduation date.

To mitigate some of these issues, the Graduate School proposes to require training for faculty who are first-time committee chairs. The proposed training will be assigned when a faculty member is nominated to chair a committee for the first time. The Canvas course can be completed within a few hours.

The course is designed to help chairs:

- understand Charlotte's policies
- ensure that the writing and submission processes are fair and effective
- manage doctoral or master's committees
- help students choose and develop a topic
- advise students on the best format for their topic and discipline (3-article vs. traditional)
- advise students on how to choose committee members
- provide feedback on drafts
- handle problems, including making referrals to appropriate resources
- create a completion timeline
- advise students on good practices for a successful oral defense
- understand embargoes and publication choices

The course has been reviewed by members of the Graduate Council and their feedback was incorporated. <https://uncc.instructure.com/courses/113886>

The Graduate School proposes that this requirement be implemented for the Fall 2024.