

Standard Operating Procedure –Master Thesis Research Committee

Responsibility: Associate Dean; College Coordinator

Time Frame: After successful completion of a Comprehensive Exam or Capstone and prior to the beginning of a research project.

Definition: The Research Committee is responsible for the following:

1. Advising the student on research and writing of the thesis/dissertation,
2. Conducts the final oral examination (as the program requires),
3. Approves the final version of the thesis/dissertation.

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:** Must follow the Departmental/College policy regarding formation of their committee
- 1d:** Inputs committee members in *MyAdvisor* and uploads vita of non-UH member

Step 2: Composition of Research Committee

- 2a:** Three (3) to five (5) members
- 2b:** Chairperson from the candidate’s department/academic program. However, if the committee chair is from outside the program area, they must receive approval from the department/academic program to serve as co-chair.
- 2c:** Committee composition
 - 2i:** A least one 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

If the chair of a student’s committee leaves the University and the student is dear completion of their work and wants the chair to continue to serve in this role, the student (in consultation with the Program Director and committee members) should ask a current member of the College to serve as the co-chair of the committee.

Changes to the dissertation committee require the approval of the student, current, new committee members, and the Program Director. Exceptions to this process may be granted by petition to the Vice Provost and Dean of the Graduate School

3a: Notify the chairperson via e-mail

3b: Make the appropriate change in *MyAdvisor*