

Administration and Management of the PhD Program

7-2017

PhD Committee

The PhD Committee is responsible for oversight and design of the PhD Program. In collaboration with the Graduate Program Administrator and the Office of Academic Services, the Committee handles all administrative and procedural issues related to each student from admittance to graduation. The Committee coordinates the PhD Program's activities with other graduate programs and administrative bodies in JSIS and the UW. The Committee also undertakes active assessment of the PhD Program and its students and can make adjustments to procedures, curriculum, and requirements to improve the quality of the program. The Committee will regularly consult with the JSIS faculty and Director of JSIS.

The voting members of the PhD Committee include a Chair (who is the Director of the PhD Program), a Graduate Program Coordinator, and typically six other members of the JSIS faculty. The Director of the Jackson School, the Director of Academic Services, and the Graduate Program Administrator also sit on the PhD Committee. The Committee aims to be representative of a range of disciplines, regional areas of expertise, faculty rank, and gender.

Administrative Roles

Director of the PhD Program

The Director serves as the Chair of the PhD Committee, usually serves as the Chair of the PhD Admissions Committee, and is responsible for overall direction of the PhD program. This includes management of routine program activities as well as assessment and adjustment to the program, in collaboration with the PhD Committee. The Director also works to ensure effective communication with the students and faculty. The Director of the PhD Program is appointed by the Director of JSIS and usually serves for a term of three years.

Graduate Program Coordinator (GPC)

The GPC is responsible for advising and assisting students on PhD Program matters. This advising capacity is in addition to the administrative advising that students receive from the GPA and the academic advising they receive from their Faculty Advisors and academic Committees. The GPC can make decisions regarding deviations from the typical schedule or requirements of the program, on a case-by-case basis. In collaboration with the GPA, the GPC is also responsible for monitoring student progress and reporting unsatisfactory progress or other student problems to The Graduate School. The GPC serves on the PhD Committee and usually the PhD Admissions Committee. They are appointed by the Director of JSIS and the Director of the PhD Program and usually serve for a term of three years.

Graduate Program Administrator (GPA)

The GPA is responsible for advising and assisting students on administrative matters related to the PhD Program. As the first point of contact for PhD students, the GPA directs students to the appropriate resources or advisors for matters that require additional decision-making on non-administrative matters. The GPA is responsible for a variety of administrative tasks, including but not limited to managing the general exams, prospectus and dissertation defenses, the Capstone Workshop, and orientation.

PhD Committee Members

Committee members are responsible for participating in regular committee meetings and undertaking related tasks, upon request of the committee and the PhD Program Director. Faculty members of the PhD Committee usually serve for a term of three years and are appointed by the Director of the PhD Program and the Director of JSIS.