

# Dissertation Committee Member Expectations and Recommendations

The purpose of this policy and procedure is to ensure that all doctoral program dissertation committee members comply with the University of La Verne and the State of California employment laws and policies. Each doctoral program must comply with its accrediting body to ensure the validity of awarding doctoral degrees at the University of La Verne.

- Any internal doctoral dissertation committee members shall be employed by the University of La Verne based on their employee classification at the time of Form 1 and should any employee change their classification, so should their compensation type according to their exempt or non-exempt status.
- Any external & qualified doctoral dissertation committee member candidate sourced outside of the University of La Verne will be required to submit a resume, complete an independent contract and W9 form and send it to the Graduate Academic Services.

This Policy and Procedure has been approved by the EdD, PsyD, and DPA Program Chairs and developed by the Office of Human Resources.

For those considering a role as a Dissertation Committee Member, we would like to provide you with the expectations and recommendations on your participation with your committee and student as they progress towards their final defense.

## **Expectations:**

1. Collaborate and communicate clear expectations when engaging with the dissertation chair, other committee members, and students.
2. Report any concerns back to the dissertation chair
3. Respect each other's expertise, and the learning curves of any student.
4. Report any challenges that are not working out amongst the committee members to the program chair

## **Recommendations:**

1. Remember to follow the lead of the committee chair.
2. Keep in mind that your recommendations may need to be communicated to the chair, and they have the right to veto your recommendation.
3. Recommendations need to stay within the University of La Verne 7<sup>th</sup> APA format for publication: <https://education.laverne.edu/edd/wp-content/uploads/sites/5/2020/09/Seventh-Edition-APAULV-Guide.pdf>

**Compensation:**

1. Depending on how a committee member is categorized depends on the type of payment received.
2. Our goal is to process payments as quickly as possible, ideally within two (2) pay cycles, but no more than 30 days after all documentation and signatures have been received.
  - a. Example: If we can get the required paperwork to Accounts Payable by Friday noon, payment in the form of a check usually happens by Friday of the following week.

**Who to contact:**

1. Employee hours, compensation, policy, or concerns about compliance: [lavernehr@laverne.edu](mailto:lavernehr@laverne.edu)
2. Non-employee compensation: Mary Soto [msoto@laverne.edu](mailto:msoto@laverne.edu)
3. Dissertation processing or general Graduate Academic Services questions: Mary Soto [msoto@laverne.edu](mailto:msoto@laverne.edu)