**SAYBROOK UNIVERSITY**

**Petition to Form Dissertation Committee**

The purpose of this petition is to constitute the dissertation committee. Answer the questions to the best of your ability; the details of your study will be refined as you work with your dissertation committee. Collaborate with your proposed dissertation chair to complete the petition. This form ***must***be approved before you can register for the dissertation sequence.

**Instructions to Students**

1. Identify a dissertation chair and two committee members. At least one member must be from your degree program.
2. Of the three committee members, identify the person who will serve as your methodologist.
3. At least one of the three committee members must be a content area specialist.
4. Document the role of each person in the appropriate field below.
5. Ask each committee member to digitally sign the document by ***typing their name and the date on the form in the appropriate location.***
6. Email the signed form as a word document to your department chair and cc each committee member.
7. An email confirmation will be sent to the entire committee once the petition is approved.

**Instructions to Committee Members**

1. Review the information on the petition form below.
2. Before agreeing to participate, evaluate your workload commitments and review the expectations for serving on dissertation committees.
3. To agree to serve on the committee, follow the direction on the form.
4. Email the signed form to the student.

**Expectations for Serving on Dissertation Committees**

All faculty members at Saybrook University are expected to be available and responsive to students. Faculty engagement expectations include:

1. The dissertation chair and committee members will follow and guide the student in all proposal and dissertation policies, processes, and procedures.
2. Saybrook University has adopted CITI Program to provide IRB required training to researchers (faculty, staff and students) who intend to conduct research with human subjects. Researchers who already have a CITI Program account can login with their existing account and then affiliate with Saybrook University. New users will set up an account by selecting “register” from the CITI program home page ([http://citiprogram.org](http://citiprogram.org/)) and then selecting Saybrook University when asked to select their organizational affiliation. IRB must show they have been trained on the new rules, which can be done by completing the Basic Course on 1/21/19 or later, OR by presenting their verification of training on the current rules (NIH, for example) taken within the last 3 years AND the CITI Revised Common Rule Course. Training expires after 3 years. Students will request a copy of this certificate to include with their IRBS.
3. Dissertation chair and committee members will respond to emails or phone calls and acknowledge received assignments within two business days.
4. The dissertation chair will meet with student at least 1 per month to provide guidance, feedback, and support to the student throughout the proposal and dissertation phase.
5. The full committee will meet with the student as needed throughout the proposal and dissertation phase.
6. The dissertation chair and committee members will review and provide substantive, instructional feedback on the dissertation proposal and dissertation within the review timelines listed below. Feedback covers areas of composition, critical thinking, thoroughness of literature base, research competency, and APA style.
7. The dissertation chair and committee members will attend and provide feedback on the student’s proposal consultation orals and dissertation oral defense.
8. Faculty members who serve on dissertation committees are expected to ensure that the Research Competencies listed in the Saybrook Catalog are met by the student and are responsible for ensuring that the dissertation demonstrates excellence in all these areas.

Dissertation review time:

1. 2 weeks for work up to 25 pages of text in length
2. 3 weeks for work 26-50 pages of text in length,
3. 4 weeks for work over 50 pages of text in length.

*Revisions:* Faculty members will return revisions as soon as possible, but a variable time will be allowed, up to two weeks, depending on how extensive the revisions.

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**SAYBROOK UNIVERSITY**

**Petition to Form Dissertation Committee**

1. **Student Information**

|  |  |
| --- | --- |
| **Student Name** | Type Here |
| **Student’s Saybrook Email** | Type Here |
| **College** | CIMHS  CSS |
| **Degree Program** | Type Here |
| **Specialization (if applicable)** | Type Here |
| Add name to running head by double clicking on “Student Name” in the running head and type your name. Check the box on the right to confirm this step is complete. | Yes, I added my name to the Running Head |

1. **Research Topic, Purpose, and Question**

|  |  |
| --- | --- |
| 1. In a sentence, state your research topic[[1]](#footnote-1). | Insert answer here: |
| 1. In a sentence, state the purpose/goal of your research[[2]](#footnote-2). | Insert answer here: |
| 1. Briefly state your research question and/or hypothesis[[3]](#footnote-3). | Insert answer here: |

1. **Research Tradition and Research Method**
2. Select one research tradition and one method to be used in your proposed study. For example, if you are doing a mixed method study, you may choose the research tradition as mixed method and for the research method in part B, select descriptive quantitative design and other: thematic analysis.

|  |  |  |  |
| --- | --- | --- | --- |
| Quantitative | Qualitative | Mixed Method | Other |

1. Select the research method(s) that will be used in your proposed study.

|  |  |
| --- | --- |
| Action Research | Integrative Literature Review |
| Applied Program Evaluation | Meta-analysis and/or Big Data Analysis |
| Art and Visually Based Research | Narrative Research |
| Autobiographic Research | Phenomenology |
| Autoethnography | Descriptive Phenomenological |
| Case Study Methods | Hermeneutic Phenomenology |
| Content/Thematic Analysis | Interpretive Phenomenological Analysis (IPA) |
| Ethnographic Research | Quasi Experimental |
| Ethnomethodology | Semiotics |
| Experimental | Social Network Analysis |
| Grounded Theory | Survey |
| Classic Grounded Theory | Systems Research |
| Constructivist Grounded Theory | Theoretical Research |
| Straussian Grounded Theory | Other: |
| Heuristic Research |  |

*Continue to next page.*

1. **Method for Data Collection and Analysis**

|  |  |
| --- | --- |
| 1. Are you collecting data from human participants? | Yes (If yes, go to b)  No (If no, go to c) |
| 1. In a sentence, who are your participants and how will they be recruited? | Insert answer here: |
| 1. What is the source of your data? | Published literature  Historical documents  Publicly available data  Secondary data  Other (describe): |
| 1. In 1-2 sentences, explain your approach to data collection and analysis. | Insert answer here: |
| 1. In 1-2 sentences, describe the potential benefits, significance, and or/or contributions of the study. | Insert answer here: |

*Continue to Signature Page for Committee Members*

**Signature Page for Committee Members**

**Instructions**

1. Student: Fill in committee members’ names, email addresses, and pertinent expertise. Forward the document to your department chair when the form is complete.
2. Faculty: Verify completed trainings, sign and date document, and return to student.

**Proposed Chair- Member #1**

|  |  |
| --- | --- |
| **Faculty Name** | Type here |
| **Saybrook Email Address** | Type here |
| **Expertise**  Content  Research Methodology | Briefly describe content and/or research expertise |
| **Acknowledgement of Research Ethics Training**  I have completed the following training opportunities:  Research Ethics (earned certificate within past 3 years)  Saybrook’s Institution Review Board (IRB)  Dissertation Committee | |
| **Faculty Endorsement**  I agree to serve on the dissertation committee of the student named above and follow the stated expectations of faculty serving on committees.  I am aware of my responsibilities as a committee member.  E-Signature:  Date: | |

**Proposed Member #2**

|  |  |
| --- | --- |
| **Faculty Name** | Type here |
| **Saybrook Email Address** | Type here |
| **Expertise**  Content  Research Methodology | Briefly describe content and/or research expertise |
| **Acknowledgement of Research Ethics Training**  I have completed the following training opportunities:  Research Ethics (earned certificate within past 3 years)  Saybrook’s Institution Review Board (IRB)  Dissertation Committee | |
| **Faculty Endorsement**  I agree to serve on the dissertation committee of the student named above and follow the stated expectations of faculty serving on committees.  I am aware of my responsibilities as a committee member.  E-Signature:  Date: | |

**Proposed Member #3**

|  |  |
| --- | --- |
| **Faculty Name** | Type here |
| **Saybrook Email Address** | Type here |
| **Expertise**  Content  Research Methodology | Briefly describe content and/or research expertise |
| **Acknowledgement of Research Ethics Training**  I have completed the following training opportunities:  Research Ethics (earned certificate within past 3 years)  Saybrook’s Institution Review Board (IRB)  Dissertation Committee | |
| **Faculty Endorsement**  I agree to serve on the dissertation committee of the student named above and follow the stated expectations of faculty serving on committees.  I am aware of my responsibilities as a committee member.  E-Signature:  Date: | |

**Identify Research Methodologist**

|  |
| --- |
| Which committee member is serving as the research methodologist (select one):  Chair/Member #1  Member #2  Member #3 |

**External Committee Member (Optional):**

You may use an external committee member as your reader or research methodologist. If you are using an external committee member, follow the directions in the External Dissertation Committee Member Request Form. When you submit your Petition to Form Dissertation Committee include the approved External Dissertation Committee Member Request Form and curriculum vitae for your external reader.

|  |
| --- |
| **If applicable, which committee member is external to Saybrook?**  Member #2  Member #3 |

*Continue to Approval Page*

**Approval Page**

The department chair will sign and forward the petition to the department of research to complete the final approval and process with the registrar and human resources.

|  |
| --- |
| **Department Chair Approval #1**  I approve the student’s petition and will forward the document to the department of research.  This approval includes an external committee member(see attached request form)  E-Signature:  Date: |
| **Department of Research Approval #2**  I approve the student’s petition and will forward the document to the student, dissertation committee, department chair, and human resources.  E-Signature:  Date: |

*Send the completed form to your department chair to receive the first approval.*

1. A research topic is the subject or subject matter that of a proposed study [↑](#footnote-ref-1)
2. The purpose statement summarizes objectives and intent/goals of the study. [↑](#footnote-ref-2)
3. A research question encompasses what the researcher wishes to answer or discover from the study. A hypothesis is a reasoned, provisional statement that expresses the relationship between two or more variables. [↑](#footnote-ref-3)