The Role of the Doctoral Committee

In WCIU's programs, learners are more widely scattered geographically than in traditional doctoral programs. Adjunct Faculty members, therefore, play a major role in the academic process.

The state of California requires, all members of a doctoral committee must be faculty members of the institution granting the degree. Consequently, we ask all those who are invited to be members of a doctoral committee to submit a faculty application in order that we can make a formal appointment of them as Adjunct Faculty.

WCIU Adjunct Faculty Job Description

Purpose
To serve the educational needs of off-campus doctoral students of William Carey International University.

Duties
1. Become familiar with the curriculum of the degree program, including its content, purposes, core ideas, and intended outcomes.
2. Provide mentoring to an assigned learner.
3. Create independent studies courses as needed within your field.
4. Guide your learner to sources needed to increase his/her knowledge and competence.
5. Help your learner to determine how mastery of the field(s) of study will be demonstrated.
6. Along with fellow Committee members, approve the overall doctoral program design (the Doctoral Learning Contract).
7. Evaluate your learner's progress toward completion of degree requirements.
8. Recommend awarding of the Ph.D. degree following an appraisal of a learner's overall program, including the Dissertation.

Qualifications
1. Adjunct faculty must hold an earned doctorate and be active in scholarly research within the last five years as evidenced by faculty appointment, peer-reviewed publications, grants, or other such expressions appropriate to the member's area of specialization.
2. Membership in a faith-based NGO is desirable.

Additional Responsibilities of the Principal Mentor/Chair of Doctoral Committee

Applicants must find a Major Advisor prior to applying to the doctoral program. WCIU will only admit individuals who have found a Major Advisor who is willing to include
them in a research project, to chair the associate's Doctoral Committee, and to supervise
the associate's course of study and dissertation in conjunction with a Doctoral Committee.

The Major Advisor serves as program adviser to the associate and assists the associate in
selecting two additional persons to serve on the associate’s Doctoral Committee. The
Major Advisor becomes the Chair of this Committee. Committee members must also
hold an earned doctorate in the field of specialization or present evidence of expertise in
the method or content area.

The ideal Major Advisor should:
• Be an experienced teacher with appropriate academic and professional qualifications.
• Have current or recent experience of teaching or research in a program which is
  compatible with that of the student.
• Have been involved in curriculum development in a similar subject area.
• Have the capacity to encourage a critical self-awareness in the Student (Protégé) and
  provide support for professional development.
• Be able to work effectively with the Protégé, recognizing the importance of
  confidentiality and trust in supporting the professional development of colleagues.
• Be able to work effectively as part of the Program team.

Upon recommendation of acceptance of an applicant to the doctoral program, the Major
Advisor consults with the associate on a continuing basis (suggested at least monthly)
regarding the supervision of his/her doctoral program by:
1. Providing the associate with advice and information regarding program requirements
   and procedures.
2. Notifying the Program Director of any changes to the associate's committee and/or
   program.
3. Notifying the Program Director of all grades obtained in courses.
4. Submitting to the Program Director the suggested questions for the Qualifying
   Examination.
5. Notifying the Program Director of the results of the Qualifying Examination.
6. Notifying the Program Director when the dissertation proposal has been formally
   finalized by the Doctoral Committee.
7. Acting as the dissertation advisor once the associate has been admitted to candidacy.
8. Notifying the Program Director when the dissertation is ready for oral defense.
10. Initiating action in conjunction with the Program Director for graduation.

Associates are asked to assume an active role in the submission of all the necessary
documentation on behalf of the Major Advisor and/or committee member.

Changes may be made in the Major Advisor and in the membership of the associate's
Doctoral Committee at any time. The associate or a committee member must initiate such
changes in writing. All changes must be approved by the Program Director and must be
noted in the associate's file.
Organizational Relationships
Reports to the Director of the Degree Program.
Chairs the Committee for an individual PhD student.

The University PhD Program Committee approves each semi-annual Program Report that is submitted by the Major Advisor on behalf of the associate. The purpose of this report is to provide a formal mechanism through which the associate's progress toward his/her doctoral degree can be reviewed on a regular basis. In addition, the semi-annual report allows for the continual updating of the associate's file at WCIU.

Material relevant to the semi-annual report is mailed (preferably electronically) to each associate at six-month intervals until graduation. An associate must review and complete the report, gain the signature of approval of the Major Advisor (with any additional comments he/she cares to make), and submit the report to the Admissions and Records Office by the prescribed deadline. Completed reports are reviewed by the Program Director. Written feedback from the Program Director regarding the associate's progress over the year is then provided to the associate's Major Advisor. Failure to submit a report on time may jeopardize an associate's subsequent standing in the program, effectively halting continuation in the program until such a report is submitted.

8/20/07