

## **Helpful Hints**

1. Make sure everyone on the committee is familiar with the roles of the chair and committee members.
2. Help the candidate to select and refine the dissertation topic, avoiding overly ambitious goals and expectations.
3. Help the candidate formulate a long-term plan for the research and writing of the dissertation, including a timetable and tentative completion date. Work with candidate to revise the plan, as needed.
4. Reach agreement with the candidate as to how often he or she will consult with you and submit work for you to critique.
5. Determine specific requirements needed for appropriate progress to be completed each term.
6. The chair's role is to serve as the liaison and facilitator so that communication with committee members is mostly through him/her. That way the candidate is not getting different input from others and isn't completely overwhelmed by multiple perspectives.
7. If a member of the committee is not responding to the student's communication or failing to review the draft sections of the dissertation in a reasonable amount of time, intervene directly. If the problem continues work with candidate to determine how to proceed. If all else fails, consult with the candidate to consider finding a replacement.
8. Take responsibility for dealing with conflicts among committee members. (e.g., personal conflict and intellectual disputes that create a roadblock for the student).