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Personnel

DOCTORAL PROGRAM

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This operating instruction prescribes responsibilities within the Graduate School of Engineering and Management of the Air Force Institute of Technology (AFIT) in administration of the doctoral program. It establishes the Doctoral Committee to set academic policy for the program. It also lists the responsibilities of the Doctoral Committee, the Dean, the heads of academic departments with PhD students, and individual faculty pro tem advisors and research advisors.

SUMMARY OF CHANGES

No changes were made to this operating instruction during the last periodic review.

1. References.

ENOI 36-137

2. Responsibilities of the Doctoral Committee.

2.1. The Doctoral Committee will establish, maintain, and publish academic policies for the doctoral program. Policy matters will include but are not limited to: Minimum standards of admission, hour and residency requirements, examinations (to include type, purpose and number), rules for administering examinations, qualifications for research committee chairmanship, student role and department role in choosing advisors, qualifications for committee members, acceptable forms of the dissertation, quality goals for the dissertation, and other policy questions that may arise. The Doctoral Committee will monitor and assess the

overall progress and success of the doctoral program and revise its policies as needed to further these ends.

2.2. The committee will advise the Faculty Council regarding the establishment or termination of PhD programs within departments. In accordance with the Faculty Council Constitution, the President of the Faculty Council ensures that all recommendations adopted by the Faculty Council are brought to the attention of the Dean, as appropriate.

2.3. The Doctoral Committee will establish and maintain standing rules governing its membership, officers, terms of membership and of offices, operating procedures, etc. In accordance with the Faculty Council Constitution, any proposed changes, additions or deletions to the standing rules shall be submitted to the Faculty Council for their approval.

2.4. By the Faculty Council Constitution, the President of the Faculty Council oversees and coordinates the activities of the Doctoral Committee (a standing committee of the Faculty Council), and ensures Doctoral Committee activities are reported to the Faculty Council. In particular, the President of the Faculty Council assigns tasks to the Doctoral Committee and also provides them with a reasonable timeline for completing these tasks.

3. Responsibilities of the Dean.

3.1. Monitor the operation of the doctoral program in the school and the observance, by departments, of policies.

3.2. Resolve questions of policy compliance by the academic departments when such questions are raised by, or through, the Doctoral Committee or by, or through, an academic department.

3.3. Resolve differences between two or more departments in the school when those departments do not agree on programs, examinations, or advisors for an individual student.

3.4. Maintain a school-wide data base on all PhD students including active students as well as graduates and past students. Coordinate with the Doctoral Committee to define periodic management-information-system reports that are useful in monitoring the progress and success of the doctoral program, and have these delivered to the Chair of the Doctoral Committee.

3.5. Appoint a Dean's Representative prior to the scheduling of the final defense.

3.6. Give signature page approval to each dissertation after it has been approved by the research committee.

3.7. Approve or disapprove requests for transfer of students from one department to another in cases where Air Force (or other sponsor) requirements can be equally well met in either department.

3.8. Admit to candidacy.

3.9. Jointly with the Doctoral Committee and, more broadly, the Faculty Council as a whole, advise the Chancellor regarding the establishment or termination of PhD programs within the school.

3.10. Ensure promulgation of the dissertation.

4. Academic Department Responsibilities. Academic departments authorized to administer and execute the program shall follow the policies established by the Doctoral Committee. (All references to “department” in this paragraph pertain to the department that admitted the student.) Academic departments will:

4.1. Determine academic eligibility.

4.2. Approve admission of individual students.

4.3. Appoint pro tem advisors.

4.4. Approve the course of study including the education plan and the schedule of examinations.

4.5. Periodically evaluate the academic performance of each doctoral student.

4.6. Appoint the research advisor and committee members, with their consent, at the request of the student.

4.7. Recommend students to the Dean for admission to candidacy.

4.8. Notify the Dean when a student submits a draft dissertation to his or her committee, so that the Dean can appoint a representative to the defense.

4.9. Recommend to the Faculty Council the award of the PhD degree after all the requirements have been satisfied.

4.10. Recommend Academic Review Committee (ARC), (ENOI 36-137) action if needed.

4.11. Retain the student’s official records until graduation.

5. Responsibilities of Pro Tem Advisors and Research Advisors.

5.1. Academic counseling and guidance will be provided to the individual student primarily by the research advisor (initially by the pro tem advisor until the research advisor is appointed). This counseling and guidance will be based on the policies set by the Doctoral Committee.

5.2. The pro tem advisor will counsel the student on degree goals, policies, and procedures.

5.3. The pro tem advisor will assist the student in selecting a research area and a research advisor, and in initial preparation of the education plan (until the research advisor is selected and appointed). The research advisor will assist the student in modifying the plan to best prepare the student for the research and guide the student through coursework.

5.4. The research advisor and the research committee will conduct the specialty examination, approve the student's research prospectus, and guide the research.

5.5. The research advisor and the research committee will conduct the defense of the research and determine its acceptability monitored by a Dean's representative appointed for the purpose.

6. Responsibilities of the Dean for Research.

6.1. Notify research sponsors of availability of dissertations.

A handwritten signature in black ink, appearing to read 'AdeDeji B. Badiru', with a stylized, cursive script.

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