

# **Ph.D. in Engineering Program Structure & Responsibilities**

**Approved by Dissertation Qualified Faculty Meeting  
8 October 2004**

## **I. Introduction**

This document establishes the structure and outlines the responsibilities of the individuals and committees involved in the Ph.D. in Engineering Program. Detailed policies and procedures are outlined in a companion document, *Policies & Procedures*.

The Dean of Engineering & Computer Science and the Dean of the School of Graduate Studies carry final responsibility for approval of this document and any changes thereof.

## **II. Program Faculty**

### **1. Membership**

Membership as Program Faculty in the Ph.D. in Engineering Program is open to faculty members of Wright State University. A subgroup of the Program Faculty consists of the Dissertation-Qualified Faculty (DQF). The criteria for Program Faculty membership and DQF status are set forth in the *Policies & Procedures* document.

### **2. DQF Meeting**

The purpose of the DQF meeting is to inform the Program faculty of items of interest to the Ph.D. in Engineering Program; to discuss and approve recommendations concerning the Structure & Responsibilities and Policies & Procedures; to discuss matters of general interest to the Program; and to handle final appeals of faculty members with respect to committee decisions.

A DQF meeting shall be held at least once per quarter during the academic year. The Director of the Ph.D. in Engineering Program shall chair the DQF meeting. Additional meetings can be called by the Program Affairs Committee or by a petition signed by 40% of the DQF members.

The format of the DQF meeting shall be as follows:

- Approval of minutes of the preceding meeting
- Presentation by the Director
- Committee reports
- Unfinished business
- New business
- Appeals
- Announcements

The Program Affairs Committee shall set the agenda for each DQF meeting and shall make the agenda available to all DQF members at least 4 days prior to the meeting. The Program Affairs Committee will solicit items for the agenda from the DQF members at least ten days prior to each DQF meeting. Items selected by the Program Affairs

Committee or forwarded to the Program Affairs Committee by the Director or by a petition signed by 10% of the DQF members will be included in the agenda.

All items subject to faculty vote must be introduced as new business at one meeting and voted on at a subsequent meeting. There are two exceptions to this procedure: (i) suspension of rules and (ii) appeal of a committee decision. A vote of 66% of the DQF members (not just those at the meeting) is required to suspend the rules. An appeal of a committee decision can be forwarded by a DQF member in time to be included in the agenda. All relevant appeal materials, including the viewpoint of the committee that made the decision to be appealed, must be included.

A simple majority of the DQF members attending the meeting is required to pass a recommendation. Changes to *Structure & Responsibilities* and *Policies & Procedures* require a 2/3 majority of the attending DQF members. A faculty member participating in the deliberations through a conference call is considered attending the meeting. Voting will be conducted using secret ballot if requested by one or more faculty members.

### **III. Focus Areas**

#### ***1. Areas of Concentration***

The Ph.D. in Engineering Program includes the following interdisciplinary focus areas:

- Computational Design and Optimization
- Controls and Robotics
- Electronics and Microwave
- Humans in Complex Systems
- Processing and Properties of Materials
- Sensor Signal and Image Processing

Based on their area of expertise, the DQF members elect to be registered in one or several focus areas. For the purpose of election to committees or as focus area chairs, they identify a primary focus area.

#### ***2. Focus Area Chairs***

The chair of each focus area is elected for a term of two years.

The Focus Area Chair has the following responsibilities:

- i. Review the admission applications, circulate them among the focus area faculty members and make admission recommendations to the Student Affairs Committee.
- ii. Review the Programs of Study for students in the focus area.

- iii. Coordinate annual meetings for Program-related issues with the focus area faculty members. Maintain the course list for focus area major and breadth requirements.
- iv. Review and enforce the Candidacy Examination policies.
- v. Meet with students before the first quarter for initial advising in situations in which an advisor is not already selected.
- vi. Assist focus area faculty members in assembling Dissertation Committees.
- vii. Monitor the progress of the students in the focus area.
- viii. Attend the Dissertation Defenses in the focus area.
- ix. Serve as a member on the Program Affairs Committee.

#### **IV. Program Director**

The Dean of Engineering and Computer Science may appoint a Director of the Ph.D. in Engineering Program from the DQF members to coordinate the day-to-day running of the Program.

The Director is responsible for the coordination of all aspects of the Ph.D. in Engineering Program, enforces the Policies & Procedures of the Program, provides guidance for drafting new policies and procedures necessary to run the Program smoothly, and represents the DQF as well as the students enrolled in the Program within and outside of the university.

#### **V. Program Committees**

The standing committees of the Program are the Program Affairs Committee, the Student Affairs Committee, and the Publicity & Marketing Committee.

##### ***1. General Responsibilities***

Standing committees provide advice to the Director in all matters assigned to them. They may establish guidelines they view as helpful in the efficient execution of their duties. These guidelines are not binding on future committees. If a standing committee formulates guidelines that it believes should be incorporated into the *Policies & Procedures*, it may submit a proposal to the Director for inclusion on the agenda of the next Program Affairs Committee meeting.

Recommendations, findings, reports, minutes and correspondence of all standing or ad-hoc committees shall be maintained by the current committee chair or person designated by the committee and submitted to the Ph.D. Program office no later than at the end of the academic year.

## **2. Elections**

The Program Affairs Committee shall supervise Program elections. Regular elections will be conducted so as to be completed by mid-May of each year. Initially, the DQF members of each focus area will be canvassed to solicit nominations for representatives of their focus area until a slate of two candidates for each position is available. The election shall then be conducted by secret ballot, in which all DQF members cast a vote for each position to be elected. If a vacancy develops, an election will be held to elect a replacement for the remainder of the unexpired term.

## **3. Terms of Appointments**

Members will serve two-year, staggered terms. Appointments will take effect September 1 of each year, and the new committees will take office in the fall term.

## **4. Program Affairs Committee**

### **(a) Composition:**

The Program Affairs Committee consists of the Focus Area Chairs and the Director. The Director is an ex-officio, non-voting member of the committee and shall chair the meetings.

Members may send an alternate in their stead to a meeting and may alternatively relay their votes regarding unfinished business to the Director for counting.

### **(b) Responsibilities:**

- i. Establish the agenda for the DQF meetings.
- ii. Conduct an annual review of Program *Policies & Procedures* and submit proposals for changes to the DQF meeting.
- iii. Supervise elections of the Focus Area Chairs and Program committees.
- iv. Evaluate Program faculty applications as well as 5-year status reviews, and make recommendations for dissertation-qualified status.
- v. Review and approve Dissertation Committees.
- vi. Coordinate the engineering core-course offerings.
- vii. Provide advice to the Director in all Program matters.
- viii. Act on appeals by DQF members concerning decisions of Program committees or of the Director. In such cases, the faculty member initiating the appeal must be invited to the committee meeting.

(c) Meetings:

- i. The committee shall normally meet once a month but must meet at least once a quarter during the academic year.
- ii. The meeting agenda shall be set one week in advance and sent to the committee members.
- iii. Any committee member can add items to the agenda. Program faculty members who want to put an item on the agenda should communicate this through the Director or a committee member.
- iv. At least four members must be present to transact business. A simple majority constitutes a passing vote.
- v. The minutes shall be sent out to all committee members for review no less than one week after the corresponding meeting. They shall be approved at the following meeting and then be made available to the DQF members.

**5. *Student Affairs Committee***

(a) Composition:

The Student Affairs Committee consists of one DQF member from each focus area. At its discretion, the committee can assign some tasks to a subcommittee of three members. The responsibilities listed under (iii.), (iv.) and (viii.) below should be handled by the whole committee.

(b) Responsibilities:

- i. Review student applications for admission in cases in which minimal standards are not met and make recommendation for further consideration for Program admission; if necessary, specify remedial course work.
- ii. Review all student applications after review by the focus area faculty members and make recommendation for Program admission.
- iii. Review and approve the students' Program of Study and graduation requirements in cases of disagreement between the dissertation advisor, focus area chair and Director.
- iv. Review Program Qualification examinations and their results; make recommendations for students who do not pass the exam.
- v. Rank applications for selecting Program students for honors and awards, such as the School of Graduate Studies Student Excellence Award and Recognition Program, the Council of Graduate Schools/University Microfilms International (CGS/UMI) Distinguished Dissertation Award, etc.
- vi. Rank the annual DAGSI assistantship and tuition fellowship applications.
- vii. Rank the annual engineering assistantship applications.

- viii. Review and make recommendations to the Director on Ph.D. student petitions pertaining to the Program *Policies & Procedures*.

## **6. *Publicity and Marketing Committee***

### (a) Composition:

The Publicity and Marketing Committee consists of three DQF members and shall serve staggered two-year terms.

### (b) Responsibilities:

- i. Assist in preparing Program marketing materials including brochures, videos and CD/DVDs.
- ii. Identify target markets for Program promotion and recruitment.
- iii. Review and update, as necessary, the content of the Program website.
- iv. Review and update, as necessary, the Program information in the graduate catalog and other university publications.