

# DISSERTATION PROCESS: FACULTY

## Step One: Appointment of Dissertation Committee

- The Appointment of Dissertation Committee form is on the Thesis and Dissertation Center [webpage](#)
- Must have 3 committee members in total (including the chair); all should have the proper Graduate Research Faculty Membership
- UT Tyler employee submits completed form to [gradforms@uttyler.edu](mailto:gradforms@uttyler.edu) for review
- If a faculty member does not hold the proper membership they can apply for Graduate faculty Membership:
  - The application can be found on the Graduate School web page, under Faculty > Graduate Credentialing (This is also where you can review faculty members' credentialing)
- [gradforms@uttyler.edu](mailto:gradforms@uttyler.edu) will notify you of approval of application with a formal electronic letter

## Step Two: Proficiency Exam Report

- The Proficiency Exam Report can be found on Thesis and Dissertation Center [webpage](#) under Dissertation/Doctoral Forms.
- Dissertation chair submits completed form to [gradforms@uttyler.edu](mailto:gradforms@uttyler.edu) for review
- [gradforms@uttyler.edu](mailto:gradforms@uttyler.edu) will notify you of receipt and processing of examination report

## Step Three: Request to Schedule Oral Defense

- The Request to Schedule Oral Defense form can be found on the Thesis/Dissertation web page under Dissertation/Doctoral Forms
- This form must be submitted no later than 10 Business days before the proposed date of the Oral Defense
- Dissertation/project chair submits completed form to [gradforms@uttyler.edu](mailto:gradforms@uttyler.edu) for review
- [gradforms@uttyler.edu](mailto:gradforms@uttyler.edu) will:
  - Send out a detailed defense invitation to the dissertation/project chair, student, and all full-time Faculty
  - If desired by the dissertation/project chair, The Graduate School will promote the defense on social media page(s) and The Graduate School calendar

## Step Four: Oral Defense Report

- The Oral Defense Report form can be found on The Graduate School web page under Doctoral Forms
- This form must be submitted no later than 5 working days after the Oral Defense.
- Dissertation chair submits completed form to [gradforms@uttyler.edu](mailto:gradforms@uttyler.edu) for review
- [gradforms@uttyler.edu](mailto:gradforms@uttyler.edu) will send the student a link to the Post-Defense Survey

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## Step Five: Submit Dissertation Manuscript to The Graduate School (Student Responsibility)

- After the successful oral defense of dissertation to:
  - Dissertation Manuscript is submitted to the dissertation committee members for physical signatures or via DocuSign. Please check with your chair to see which method your program uses
  - Dissertation Manuscript, with signed signature page is submitted to The Graduate School for formatting review.
  - Student submits documents to [gradmanuscripts@uttyler.edu](mailto:gradmanuscripts@uttyler.edu) (faculty member may submit on students behalf but student must be cc'd)
  - [gradmanuscripts@uttyler.edu](mailto:gradmanuscripts@uttyler.edu) will send electronic manuscript to the reviewer and will correspond with student via email
  - Student should check email for revisions; initial submission does not indicate approval of manuscript/graduation

## Step Six: Approval of Dissertation Manuscript

- Once a student receives email of approved dissertation manuscript:
  - Electronic Thesis Submission Information, including Rights Management and Access Information, will be emailed
  - Student must upload their approved manuscript to Scholar Works (a video tutorial gets emailed with the approval paperwork)

## Step Seven: Dissertation Manuscript Submission to the Institutional Repository (Student Responsibility)

- After the Submission to the Institutional Repository (Scholar Works):
  - The student will receive a successful submission email from Scholar Works
  - The successful submission email that states “has been posted” must be forwarded to [gradmanuscripts@uttyler.edu](mailto:gradmanuscripts@uttyler.edu)
  - After Gradmanuscripts receives the successful submission email, the student’s myUTTyler will be updated so that the student may receive their degree
  - If the student does not forward their successful submission email to gradmanuscripts, their degree cannot be conferred