

# THESIS PROCESS: FACULTY

## Step One: Appointment of Thesis Committee

- Complete the Appointment of Thesis Committee Form
- Minimum of 3 committee members, all with proper Graduate Faculty Membership
  - Graduate Research Faculty
  - Visiting Graduate Faculty
- UT Tyler Employee Submits completed form to [gradforms@uttyler.edu](mailto:gradforms@uttyler.edu) for review (Typically the Chair of the Department)
- If Faculty does not meet proper Graduate Faculty Membership these are the steps to apply:
  - Graduate Faculty Membership Application can be found on the Graduate School Web Page, Under Faculty > Graduate Credentialing (This is also where you can review faculty members' credentialing)
  - Update curriculum vitae to reflect all scholarly and research projects
  - UT Tyler employee submits completed application and CV (Resume) to [gradforms@uttyler.edu](mailto:gradforms@uttyler.edu)
  - Grad Forms will notify you of approval of application with a formal electronic letter

## Step Two: Notice of Oral Defense

- We request that the details of the thesis defense be sent by the student to [gradforms@uttyler.edu](mailto:gradforms@uttyler.edu) if the program would like help in promoting the defense. Upon receipt we will:
  - Send out a detailed defense invitation to the thesis chair, student, and all full-time Faculty
  - If desired by the thesis chair, The Graduate School will promote the thesis defense on social media page(s) and The Graduate School calendar
  - Graduate School notice of oral defense for theses is not mandatory

## Step Three: Submission of Thesis Manuscript to The Graduate School

(Student Responsibility)- (After a successful thesis defense)

- Thesis manuscript is submitted to thesis committee members for physical signatures
- Thesis manuscript, with signed signature page is submitted to The Graduate School for formatting review. ([gradmanuscripts@uttyler.edu](mailto:gradmanuscripts@uttyler.edu))
- Faculty member may submit on behalf of student but the 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 e-mail (Students should check e-mail for revisions; initial submission does not indicate approval of manuscript/graduation)

# THESIS PROCESS: FACULTY

## Step Four: Approval of Thesis Manuscript:

Once student receives email of approved thesis manuscript:

- Electronic Thesis Submission Information, including Rights Management and Access Information, will be emailed
- Student must upload their approved manuscript to ScholarWorks (a video tutorial is emailed with the approval paperwork)

## Step Five: Thesis Manuscript Submission to the Institutional Repository

### (Student Responsibility)

- After the submission to the Institutional Repository (ScholarWorks):
  - The student will receive two emails from Scholar Works – the first confirms that the submission was received, and the second confirms that the manuscript has been accepted.
  - Students will forward the accepted email to [gradmanuscripts@uttyler.edu](mailto:gradmanuscripts@uttyler.edu) and we will update the student's myUTTyler account so that the student may receive their degree
  - If the student does not forward their successful submission email to [gradmanuscripts@uttyler.edu](mailto:gradmanuscripts@uttyler.edu), their degree cannot be conferred