GSSWSR PhD Program

Roles and Responsibilities Guide for the PhD Program

July 2021

Recruitment			
PhD Program Director	**Administrative Support**	**Academic Advisor**	**Student**
• Working with Admission's Director: monitor and direct recruitment activities • Organizes Open House and Information Sessions. Open house is usually in October or early November			• Attend Open House
Admissions PhD Operating Procedures Manual – page 2			
PhD Program Director	**Administrative Support**	**Academic Advisor**	**Student**
• Review applications in Slate • Along with Doctoral Admission committee makes decisions on acceptance/rejection of applications • Hold interviews with potential students • Determine and inform Graduate Admissions of new students – Admissions will activate and set up student account, id in Bionic • Prepare Welcome letter and send to Admin to send in Welcome packet in June	• Prepare Welcome packets and email to students • Be sure email, Moodle, and Bionic accounts have been set up for new students • In Welcome packet include: Letter from Director; Instruction page for email, Moodle and Bionic; Class Schedule and Registration Form; Course Requirement Page		• Turn in all application materials by due date • If selected for interview, attend interview • Read Welcome packet, complete materials and return to Admin by due date • Log in to Moodle • Attend orientation

• Updates document in the welcome packet and sends to Admin Assistant			

Course Registration			
PhD Operating Procedures Manual – page 4			
PhD Program Director	**Administrative Support**	**Academic Advisor**	**Student**
• Informs Admin as to what courses will be offered fall semester in order to prepare the registration form • Works with Dean and Assistant Dean to set required and elective courses for both fall and spring semesters	• Reviewing the fall semester schedule, update the registration form for new doctoral students • Sends the new students the registration form in "Welcome" packet • Term activates new students in Bionic • Register into Bionic new students courses from returned registration forms, fall semester only	• Review the current semester schedule for PhD student • Meet with advisee and advise on plan of study and benchmarks (review requirements and timeline in PhD Operating Procedures) • After completion of coursework: Meet with student to advise on benchmarks and prepare for various phases (candidacy, dissertation proposal, semester-prior to defense mtg., defense, etc.)	• Review the current semester schedule • New students: Return registration forms to Admin for Fall by due dates (new students only) • When in coursework: Register by due dates (all students) • After completion of coursework: Provide Admin with Continuing Enrollment (CE) Form by due dates (ea. semester)

New Student Orientation			
PhD Program Director	**Administrative Support**	**Academic Advisor**	**Student**
• Plans orientation program on the same day as MSS student orientation the end of August • Shares program with Admin so that Admin can prepare the orientation agenda • Coordinates current PhD students to attend orientation	• Informs students of date and time of the New Student Orientation • Prepares orientation agenda/schedule for handout materials • Monitors attendance and ensures name badges, book	• Advisors will meet new students at New Student Orientation	• Attends Orientation

to meet and help orient new students	bags and handouts are prepared		

<table>
<tr><td colspan="4" align="center">Tutorial and University of PA Courses
PhD Operating Procedures Manual – page 5</td></tr>
<tr><td align="center">PhD Program Director</td><td align="center">Administrative Support</td><td align="center">Academic Advisor</td><td align="center">Student</td></tr>
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Student needing an Tutorial will notify the Assistant Dean with the title of their Independent course
Ensures that Assistant Dean has all information to add Tutorial courses to Bionic

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Students meet with their advisors before each semester to review their course registration and electives
Students may request a tutorial, a GSAS elective, an MSS elective adapted to PhD level, or Univ of PA course
Advisor will review the process required to take a class at another college or a tutorial
Advisor will work with the student to find a PhD Faculty to supervise their tutorial.
Advisor will need to be certain the Curriculum Committee approves the tutorial
Advisor will follow up with the student and confirm their enrollment in Univ of Penn course
If the student is taking an MSS elective, the Advisor needs to find out if the class can be adapted to be a PhD level course. Advisor needs to be

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Work with advisor to determine best use of electives
Student needing an Tutorial will arrange with professor(s) and notify the Assistant Dean with the title of their Independent course by due dates
If going to Penn, register by due dates

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		certain the class is taught by a PhD Faculty	

Tuition Remission and Stipends			
PhD Program Director	**Administrative Support**	**Academic Advisor**	**Student**

• Prepares a draft of the Pollak Scholarship letter and sends to Kate Fernandez in Development Stewardship (May)
  o Letter to include short bios of students who will be benefitting from the scholarship
  o Kate provides Director and Admin a final copy
• Receives information from Tijana Stefanovic as to the annual Pollak Foundation grant award for GSSWSR. (June)
• Determines stipend values per course (June)
• Shares grant award, stipend values and tuition prices with Admin to update the Tuition Remission Stipend spreadsheet (June)
	• Completes/updates Tuition Remission Stipend spreadsheet for fall and repeats for spring semester (July and December)
	• Prepares Dean's agreement stipend letters and mails to students (end of June)
	• Once letters are signed and returned, prepares the reoccurring fellowship forms for the Dean's signatures for fall semester
	• Prepares reoccurring fellowship forms for Dean's signature for spring semester
	• Keeps copies
	• Sends forms to the Controller's office by August 1st
	• Refers students to Controller's office website for Direct Deposit forms
	• Sends spreadsheet to Financial Aid Office (beginning August) and any updates in January for spring semester
	• Updates spreadsheet for spring semester if needed and
		• Work with student and refer them to Grants Office to research possible funding streams to support early doctoral work (conferences, etc.)	• Send bio to Admin and Director for Pollak Scholarship letter
			• Sign and return all letters and materials to Admin by due dates; keep copies for self
			• Work with advisor and Grants Office to research possible funding streams to support early doctoral work (conferences, etc.)

	sends to Financial Aid office again in spring semester		

Curriculum and Academic Requirements			
PhD Operating Procedures Manual – page and GSSWSR Student Catalog/Handbook – page 6			
PhD Program Director	**Administrative Support**	**Academic Advisor**	**Student**
• Meets with Doctoral Committee to determine course requirements and electives • Approves/denies transfer credits • Manages academic performance records of each doctoral student • Sends academic performance letters to the students, providing a copy to the Admin for the student file (end of Fall semester & end of spring semester)	• Files copies of performance letters in student file (upload to OnBase)	• Maintain contact with the student to help be sure all course requirements and benchmarks are completed and passed according to timeline (refer to Operating Procedures)	• Students maintain contact with the Advisor to help be sure all course requirements and benchmarks are completed and passed according to timeline (refer to Operating Procedures)

Leaves and Departures			
PhD Operating Procedures Manual – page and GSSWSR Student Catalog/Handbook – page 21			
PhD Program Director	**Administrative Support**	**Academic Advisor**	**Student**
• Consult Operating Procedures, Student Handbook, and Admin for updated policies and procedures about leaves and departures, including financial implications for students (stipends, tuition remission, etc.)	• Sets up a time for the student to meet with the Dean • Completes "Leave and Departure form and attaches letter or email from the student • Dean signs form • Sends form to the Registrar's office.	• Consult Operating Procedures, Student Handbook, and Admin for updated policies and procedures about leaves and departures, including financial implications for students (stipends, tuition remission, etc.)	• Consult Operating Procedures, Student Handbook, and Admin for updated policies and procedures about leaves and departures, including financial implications for students (stipends, tuition remission, etc.)

|			
• Meets and talks with students and advisors • Works with Dean to discuss and make decisions concerning a student's leave or departure • Informs student to talk to Student Financial Services and any relevant loan offices concerning financial aspect of the leave/departure • Maintains contact with the student the next semester to determine if the student plans to return • Informs Admin when the student will return so that Admin can resume student status with the Registrar's office and tuition and stipend payments	• Adjusts the Tuition/Stipend remission spreadsheet and notifies Student Services • Upon return, Admin will update the "Leave and Departure form and notify the Registrar's office • Maintains records of the number of semesters a PhD student has taken on leave	• Advisor needs to inform PhD Program Director if they want to be replaced while the Advisor is on leave • Advisor keeps the Admin informed of the student's leaves to be certain the proper information is shared with the Registrar's office • Advisor reminds students to check with BMC Financial Aid office and any relevant loan institutions about the potential leave and any decisions to leave the program	• Consult with advisor, Director, and Dean about academic progress, and the potential need for any leaves and/or departures (and for return, if applicable) • Gather appropriate documentation for potential leave and return to appropriate people by due dates • Check with BMC Financial Aid office and any relevant loan institutions about the potential leave and any decisions to leave the program • Keeps the Admin informed of the student's leaves to be certain the proper information is shared with the Registrar's office by appropriate due dates

Comprehensive Exams			
PhD Operating Procedures Manual – page 8 and Academic Calendar			
PhD Program Director	**Administrative Support**	**Academic Advisor**	**Student**
• Consult Operating Procedures regarding exam timelines and guidelines • Requests relevant faculty for comprehensive exam questions and ensures they have provided review sessions	• Students are to notify the Admin Assistant by May 31st if they intend to take the comp exams in August • Prepares exam packets (test, tablet of paper, pencils, USB port)	• Check in with students regarding their preparation for exam • Consult Operating Procedures regarding exam timelines and guidelines	• Consult Operating Procedures regarding exam timelines and guidelines • Students are to notify the Admin Assistant by May 31st if they intend to take the comp exams in August • Follow all directions for exam

• Informs Assistant Dean and Admin Assistant of August and January exam dates in January to prepare the upcoming AY calendar • Notifies students of exam dates and procedures • Makes arrangements for exam procedures/location, changes from year to year depending on the number of students taking exams and the exam modality • Contacts and collects comp exam questions from the doctorial faculty and prepares exam packet (sends to Admin for the exam packet if in person) • (if in person) Picks up exam packets from Admin Assistant the day before the exams • Meets with students prior to exam to distribute exams and provide instructions • Collects exams at the end of the exam period • Delivers the exam packets to the Admin Assistant • Faculty will provide their exam grade and limited feedback to the PhD Program Director	• In order to help provide a non-biased grade, the PhD Program Director assigns an anonymous id to exam packet so that faculty do not know which student's exam they are grading • Converts exams to pdf documents and sends the exams of each student to the faculty member that provided the exam. Admin makes a copy of the exam and places it in the exam packet • Files the comp exam packet in the student file • Files copies of the pass/fail letters in the student file • Updates Bionic (Milestones section) with the title and dates of the passed exams		

PhD Program Director	Administrative Support	Academic Advisor	Student
• Informs students via letter their pass or fail for each comprehensive exam with exam name and date taken • Sends Admin assistant copies of letters with exam name and date taken for the student file			
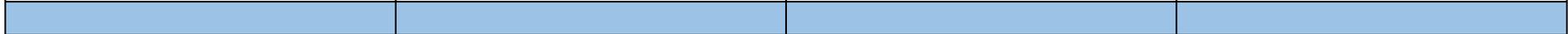
Application for Candidacy PhD Operating Procedures Manual – page 9			
PhD Program Director	**Administrative Support**	**Academic Advisor**	**Student**
• Brings the application for Candidacy before the Doctoral committee by last meeting of the semester • The Doctoral Committee accepts or rejects the Application for Candidacy • Notify student and Admin of decision shortly after Doctoral Committee meeting	• Student gets application form from admin • The student takes the initiative in applying for candidacy meets with their advisor and the Dean • The Admin will set up a time for the student to meet with the Dean • The Admin maintains the Candidacy form in the student file until the time of Dissertation Committee meetings • Notify student of decision formally via letter from Dean	• Consult Operating Procedures regarding timelines and guidelines (must be done semester prior to qualifying paper) • Consult with student on progress and application for candidacy • Complete necessary form by due date and send to Program Director and Admin • Present the candidacy form to the Doctoral committee by last meeting of the semester	• Student takes initiative to apply for candidacy • Consult PhD Operating Procedures regarding timelines and guidelines (must be done semester prior to qualifying paper) • Consult with advisor on candidacy • Complete necessary form by due date • Arrange with Admin for meeting with Dean • Arrange directly with Program Director for meeting with that person

Supervising Committee			
PhD Operating Procedures Manual – page 10			
PhD Program Director	**Administrative Support**	**Director of Work**	**Student**
• Will present to the Doctoral Committee the Supervising Committee either by accepting the Dean of the School's recommendations or by suggesting substitutions	• The Admin of the School informs the Graduate Council in writing of approval of the Application for Candidacy and the proposed dissertation topic • The Graduate Council appoints the Chair of the Supervising Committee (colloquially known as the "outside Chair") • The Graduate Council Office informs the Admin of the School the name of the Chair • The Admin then informs the Director of Work and the student • The Admin then adds the student to the CE, PhD Supervising Committee spreadsheet and sends electronic copies to the PhD Program Director and the Dean	• Consult with student (and potential committee members) about topic, methods, goals and potential committee members • If the Application is accepted, the Dean of the School recommends the Director of Work and members of the Supervising Committee to the Doctoral Committee • The Director of Work is responsible to pick up the Candidacy form from the Admin before meetings, have the committee members sign off on the forms through the dissertation process and return it to the Admin after each meeting	• Consult with Dean and Program Director at candidacy meeting about topic, methods, goals and potential committee members

Preliminary Exam Paper
PhD Operating Procedures Manual – page 11

PhD Program Director	Administrative Support	Director of Work	Student
• Consult Operating Procedures regarding timelines and guidelines and monitor progress; be in contact with student and Directors of Work about any concerns	• A copy of the preliminary exam paper is provided to the Administrative Assistant to the Dean of the School no later than the second Monday of November or the last Monday of March • The Administrative Assistant will send the exam paper to the committee	• Consult Operating Procedures regarding timelines and guidelines • The Director of Work will schedule the preliminary exam within 2 to 3 weeks of receiving the paper • The Director of Work will pick up the candidacy form from the Admin • After the Committee has voted, the vote of the Committee is recorded on the student's Ph.D. candidacy application and signed by the members of the Committee • The Director of Work will return the form to the Admin to maintain in the student file	• Consult Operating Procedures regarding timelines and guidelines

Dissertation Proposal and Progress
PhD Operating Procedures Manual – page 14

PhD Program Director	Administrative Support	Director of Work	Student
• Consult Operating Procedures regarding timelines and guidelines and monitor progress; be in contact with student and Directors of Work about any concerns	• Admin updates CE spreadsheet with the date the student passed their dissertation proposal • Admin prepares and sends the Proposal Approval form to the	• Consult Operating Procedures regarding timelines and guidelines (including timeline for progress meeting to be held with committee the semester prior to the defense of the dissertation)	• Consult Operating Procedures regarding timelines and guidelines (including timeline for progress meeting to be held with committee the semester prior to the defense of the dissertation)

| | | Director of Work and the committee members | After consultation with the Director of Work, the student submits the proposal to all members of the Supervising Committee, with a copy to the PhD Program Director If the members of the Committee consider the proposal ready for discussion, the Director of Work arranges a meeting of the student with the Committee members The Director of Work takes minutes at this meeting and circulates them to the student and other Committee members. The Proposal Approval Form is completed by all members of the Supervising Committee (the signature of the Chair is not required) and placed in the student's file The final proposal is to be sent electronically to all members of the supervising committee and the PhD Program Director Work with student and other committee members to help student arrange and undertake plan for sharing research at conferences, via publications, etc. **The semester prior to the anticipated defense**, the | If appropriate, consult with Director of Work and prepare IRB application Work with Director of Work and Grants Office to research possible funding streams Work with Director of Work and other committee members to arrange and undertake plan for sharing research at conferences, via publications, etc. |

		Director of Work will call a meeting of the Supervising Committee to review the progress of the work. Written feedback should be provided to the student by the Director of Work. Complete appropriate record form for this step and return to Admin.	

Submission of Dissertation
PhD Operating Procedures Manual – page 16

PhD Program Director	Administrative Support	Director of Work	Student
• Consult Operating Procedures regarding timelines and guidelines and monitor progress; be in contact with student and Directors of Work about any concerns	• The dissertation must be submitted to the Administrative Assistant to the Dean of the GSSWSR not later than the date specified in the Academic Calendar, which is 45 days prior to the last day of exams for the academic year in which the student expects to complete work for the degree • Four copies of the completed dissertation must be submitted to the Administrative Assistant to the Dean of the School in suitable binders and accompanied by a curriculum vitae and an abstract of not more than 150 words • These four copies are distributed by the	• Consult Operating Procedures regarding timelines and guidelines • Approve final submission with Admin	• Consult Operating Procedures, work with Director of Work, and Admin regarding timelines and guidelines

	Administrative Assistant to all members of the Supervising Committee along with 1) a recommendation that the dissertation be accepted and a brief critical comment by the Director of Work, and 2) the voting form (either hard copy or electronically) must be submitted to the Chair of the Supervising Committee		

Dissertation Defense – Final Exam			
PhD Operating Procedures Manual – page 16 and Academic Calendar			
PhD Program Director	**Administrative Support**	**Director of Work**	**Student**
• Consult Operating Procedures regarding timelines and guidelines and monitor progress; be in contact with student and Directors of Work about any concerns	• The Administrative Assistant checks with all members of the Supervising Committee, and must include the outside chair and with the student and sets the time and place for the final examination • The date of the final exam must adhere to the dates indicated on the academic year calendar and in accordance with the Operating Procedure manual • After the student has passed the dissertation defense, the Admin Assistant will provide the student with a graduation "To Do" list to help guide the student through the final steps before graduation	• Consult Operating Procedures, work with Director of Work, and Admin regarding timelines and guidelines • Director of Work picks up the candidacy form before the final dissertation defense • Director of Work will be certain all members of the committee sign the candidacy form at the conclusion of the final exam • Director of Work returns the candidacy form to the Admin	• Consult Operating Procedures, work with Director of Work, and Admin regarding guidelines • Consult Academic Calendar for deadlines • Work with Admin and Director of Work to set up defense date and time

	• The Admin Assistant enters the title of the Dissertation into Bionic after the student completes all requirements for graduation		

Deposit and Publication of Dissertation
PhD Operating Procedures Manual – page 18

PhD Program Director	Administrative Support	Director of Work	Student
	• The student will submit the certified copy of the dissertation to ProQuest • ProQuest notifies the Admin Assistant that the dissertation has been submitted • Admin Assistant works within the ProQuest online program to verify that the student has completed all tasks ("To Do" list) for publication, has completed the Survey of Earned Doctorates • Admin Assistant submits a final electronic copy of the dissertation to BMC, Canaday Library • Admin will label and provide a hard copy of the dissertation to the GSSWSR Library in the Doctoral Room on the classroom level • Admin notifies Registrar Office that the student has completed all requirement to	• The Director of Work must certify that the electronic copy of the dissertation is the "final" copy and submit the "Certification of Final Version of the Dissertation" to the Admin Assistant	• The student complete the Survey of Earned Doctorates, required by ProQuest • The student will submit the certified copy of the dissertation to ProQuest • The student will submit a final pdf version of dissertation to Admin to be submitted to Canaday Library • The student will provide a hardcover version of the dissertation for the PhD Library at GSSWSR.

PhD Program Director	Administrative Support	Director of Work	Student
	receive their Degree of Doctor of Philosophy		

Survey of Earned Doctorates
PhD Operating Procedures Manual – page 20

PhD Program Director	Administrative Support	Director of Work	Student
	• Admin reminds (via "To Do" list) the student needs to complete the Survey of Doctorates • Student will provide the Admin a copy of the completed certificate • Admin places a copy of the certificate in the student file • Admin completes the graduate spreadsheet and uploads the list of graduates every June and December to the Survey of Doctorates website		• Student needs to complete the Survey of Doctorates before submission of dissertation to ProQuest • Student will provide the Admin a copy of the completed certificate

Doctoral Committee
PhD Operating Procedures Manual – page 24

PhD Program Director	Administrative Support	Director of Work	Student
• Coordinators monthly meeting of doctoral faculty for the next SY and provides dates/times to Administrative Assistant (by end of summer) • Provides agenda and maintains minutes of all meetings – send to faculty convener to post on Moodle	• Admin will confirm meeting room locations • Admin will post dates/times/locations of the Doctoral Faculty Meetings on the GSSWSR Schedule of Standing Meetings document provided to the Convener of		

PhD Program Director	Administrative Support	Director of Work	Student
• Brings before the committee PhD students ready to move into the candidacy phase of the program	the Faculty Meetings to be posted on Moodle		

Other Committees

PhD Program Director	Administrative Support	Director of Work	Student

• Serves on the following committees:
   • Member of Graduate Council
   • Serves on Admission Committee
   • Serves on Policy Committee
			• Will need students to serve on the following committees:
			   *GSSWSR Board of Advisors
			   *BMC College Budget
			   *Admissions & Recruitment
			   *Graduate Counsel
			   *BMC Board of Trustees

Rivitz Award
PhD Operating Procedures Manual – page 22

PhD Program Director	Administrative Support	Director of Work	Student
• Sends out information announcing the award and criteria for award along with deadline dates • PhD Program Director is a committee member who reads and evaluates the dissertation proposals • Along with the other committee members, the PhD Program Director votes on who will receive the award • Sends letters to those who have applied for the award	• Admin processes payment to the student/s receiving the award • Admin maintains records of all awardees and files copies of the awardee letters		• Consult Operating Procedures, work with Director of Work, and Admin regarding guidelines • Consult Academic Calendar for deadlines

whether or not they will receive the award • Informs the Dean's office as to who has received the award and the amount of the award			

Quarterly Reports for the Board of Trustees			
PhD Program Director	**Administrative Support**	**Director of Work**	**Student**
• Sends quarterly reports to the Dean's office of what has happened over the previous 3 months concerning the PhD Program • Include student accomplishments ~ i.e. conference speakers, panel speaking, article writings, poster acceptance			• Send updates to Director of Work to include in report • Include any conferences the student is speaking at, panel involvements, publishings, major accomplishments.

Operating Procedure Manual			
PhD Program Director	**Administrative Support**	**Director of Work**	**Student**
• Discusses with Doctoral Committee any changes to the program • Reviews and updates said changes to the operating procedures annually • Provides edits to the Admin Assistant by May 1st to update for the next AY	• Admin makes edits to Word document of the procedure manual and converts to pdf • Admin sends pdf version of manual to GSSWSR Website coordinator to ensure updated version is on the GSSWSR PhD website in time for new AY in June		• Consult with PhD Program Director and or Admin support if students want clarification or instructional improvements to the manual.

Doctoral Student Association

PhD Program Director	Administrative Support	Director of Work	Student
• Periodically meets with the DSA to see if they have questions or explain the process of getting through the program • Reviews with the Dean annually budget allowance for GSA	• Admin works with DSA to process any expenses with their treasurer		• Appoint student rep • Student rep attends GSAS meetings • GSA provides support to fellow PhD students, programs for MSS students and community members.

Fellowships
GSSWSR Handbook and Catalog

PhD Program Director	Administrative Support	Director of Work	Student
• PhD Program Director with the Dean will decided the amount of fellowships to be award per doctoral student per academic year • Reviews policy and procedures for any updates and shares those updates with Admin	• Admin will review with the Dean the fellowship budget so that the Dean and the PhD Program Director can determine the upcoming AY fellowship awards • Admin will update the GSSWSR Handbook policies and procedure instruction page every year in May and provides those updates to the Assistant Dean for handbook updates	• Consult Operating Procedures, work with Director of Work, and Admin regarding timelines and guidelines • Work with student and refer them to the Grants Office to support students in researching fellowships, applying, and doing any necessary reporting	• Consult Operating Procedures, work with Director of Work, and Admin regarding timelines and guidelines • Work with advisor and then Director of Work and Grants Office to research fellowships, apply, and do any necessary reporting • Submit any necessary forms by due dates and submit any documentation for

	• Reviews and updates the reimbursement form every year in May • Receives from the PhD students their reimbursement form and receipts on a monthly bases • Processes reimbursements according to the Controller's policies, completing a "one time fellowship form" and send to the Controller's office in time for their monthly deadlines • Maintains copies of all forms and receipts in file • Maintains records and updates spreadsheet of ongoing fellowships expenses for the Dean		reimbursement to Admin by the 3rd Monday of the month

GADE			
PhD Program Director	**Administrative Support**	**Director of Work**	**Student**
• Attends the annual conference • Provides annual membership invoice to Admin Assistant to pay	• Admin will process payment to maintain annual membership • Shares GADE information (i.e. GADE Conference, GADE Awards nomination) with faculty and PhD students.		