



ACADEMIC AFFAIRS
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MEMORANDUM

TO: College Deans

FROM: Bret Danilowicz, Provost and Vice President 
Academic Affairs

DATE March 9, 2022

SUBJECT: Chairing Dissertations

The production of Ph.D. graduates is a core part of the University’s mission. The following memo establishes uniform practices for Colleges and Academic Units regarding the assignment of faculty effort for supervising Ph.D. dissertations in E&G funded degree programs.

The ongoing effort of a faculty member chairing or co-chairing a Ph.D. student’s supervisory committee must be recognized formally as part of their Annual Assignment. Standards and practices vary among disciplines, so it is left to the Colleges to establish conventions regarding the weight of a supervisory (co-)chair assignment and the broad category of effort (i.e., teaching, service, or research) in which such assignments are counted. The faculty member’s annual salary is the compensation for all work and effort identified in the annual assignment, including dissertation committee work.

At the discretion of the Colleges or Academic Units, with written pre-approval from the Dean, the following practices may be permitted:

- Upon graduation of the student, Chairs of a Ph.D. dissertation supervisory committee may receive a one-time bonus of up to \$1,500 or its equivalent future teaching release (provided to the Chair or equally divided among Co-Chairs of the committee).
- Colleges with existing programs in the form of accumulated “points” for a course release upon the graduation of doctoral students may continue those programs at the discretion of the Dean. Faculty may retain any credits previously accrued.

Colleges or Academic Units are not obliged to offer incentive programs to its faculty, and any College or Academic Unit choosing to do so is solely responsible to entirely fund the incentive program from its budget. The incentive programs described above are currently limited to Ph.D. programs. This memorandum does not apply to self-sustaining and market rate programs.