

BUSINESS PHD POLICY COMMITTEE TERMS OF REFERENCE

Introduction

The Alberta School of Business, formerly known as the Faculty of Business Administration and Commerce, offers a Doctor of Philosophy in Business Management, commonly referred to as the Business PhD. The first students entered in fall 1984, and three graduated in 1989. With regard to the University of Alberta Faculty of Graduate and Postdoctoral Studies (FGPS), the program is non-departmentalized because we are a smaller program. In contrast, many departments in the Faculties of Arts and Sciences have more faculty and doctoral students than the entire business school (as of 2015.) Within our program, we have groups of faculty offering doctoral study in different specializations. These specializations are typically aligned with an individual administrative department, but there can be more specializations than departments because administrative departments in the school combine disciplines.

The Business PhD Policy Committee started as an *ad hoc* committee of faculty members from each specialization and students that evolved into a regularly meeting committee long ago. These terms of reference formally constitute the committee and its members.

Purposes of Business PhD Policy Committee

The general purpose of the Business PhD Policy Committee and its members is to ensure that the Alberta School of Business offers a high quality PhD program. Central tasks include:

Create and amend policies and procedures that guide students and faculty.

Communicate with faculty, students, potential students, administrators, and other stakeholders about the PhD program.

Committee Membership

Associate Dean, PhD Program (chair)

One faculty member from each specialization (typically the department-appointed Area Representative)

Two doctoral students, one of whom may be the President of the Business Doctoral Association.

Associate Dean, Research (*ex officio*)

PhD Office Administrator (non-voting secretary)

Business PhD Scholarship Committee

The faculty members, including the Associate Deans, also constitute the Business PhD Scholarship Committee. This group reviews applications for national and university Scholarships (e.g., SSHRC and Killam). Nominees from the committee are then evaluated by the Graduate Scholarship Committee of FGPS.

Committee Meetings

The committee typically meets at least once in each term. Additional meetings may occur as needed. The committee may also meet electronically; this is usually done for smaller matters.

Roles and Responsibilities of Associate Dean

Organize committee meetings.

Prepare agenda, action items, and documents for discussion.

Chair committee meetings.

Circulate relevant information to all faculty and students resulting from meetings.

Roles and Responsibilities of Faculty Members/Area Representatives

(This is a shortened version of the August 2004 statement.)

1. General. Represent the views of their home Department in the PhD Policy Committee and present policies of the PhD Policy Committee to their home Department. This activity will include periodic review of specializations, examination requirements, and other matters of interest relating to the PhD program both to the Department and to the PhD Office. Provide advice to the Associate Dean of the PhD program about various matters of mutual interest.
2. Recruiting. Coordinate recruiting efforts of the specialization, including reviewing all applications, identifying appropriate members of faculty to work with potential recruits, and providing advice to the Associate Dean about funding. Offers to new students require identification of supervisor or interim advisor. No offers will be made without clear commitment of the supervisor. Funding issues include encouraging faculty members to provide financial support for students (e.g., through external grants). Recruiting efforts extend to developing efforts that are specific to particular specializations, making presentations to potential recruits both internally and external to the University, and hosting potential recruits for visits on campus.
3. Orientation. Welcome new students to campus and the program. With the supervisor and the student, review and approve their initial selection of courses. Inform students about norms and practices of the specialization (e.g. attendance at research workshops, interaction with faculty).
4. Supervision. Ensure that supervision is actively carried out by supervisors in the specialization. All students are assigned a supervisor when they enter the PhD program. The faculty representatives are required to review the proposed programs for each student to ensure they are consistent with School and FGPS requirements. It is intended that all students will identify a supervisory committee by the end of their first year in the program, and FGPS mandates that the supervisory committee be appointed well in advance of the candidacy examination.

A specialization may ask its representative to serve as an interim academic advisor. “Ideally, the supervisor for a thesis-based student, both master’s and doctoral, should be appointed as soon as the student arrives to begin his or her program of studies. If this is not possible, an interim academic advisor may be appointed by the department. Supervisor(s) must be appointed within the first 12 months of the student's program following the procedures approved by the Dean of the department’s Faculty.” (Graduate Program Manual Section 8.1 accessed 2023-10-12).

5. Student Research. Ensure that each student has a serious and supervised set of research experiences both during the school year and in spring/summer terms. Ensure that first year students have an appropriate supervisor for their first summer of research and verify that student made significant progress during their summer research. Evidence of research progress includes conversations with students and research supervisor, formal reports, and poster or presentation at the Business Research Conference.

6. Maintain Academic Standards. Liaise with supervisors to ensure the maintenance of academic standards in the Program. Review annually the performance of all students in the specialization.

7. Advise Students. Provide general advice to students about the expectations of the PhD program. Communicate student expectations to the PhD Office. Be alert to students who are facing unusual personal difficulties and refer them to the Associate Dean and/or to University Wellness Services.

8. Advise Department Chairs. Provide general advice to Department Chairs about the expectations of the PhD program. Liaise about comprehensive examinations, which are the formal responsibility of Chairs, teaching by PhD students, PhD level course offerings, and other matters of mutual interest. This includes agreeing with Department Chairs and faculty teaching PhD courses about the scheduling, content, and standards in such courses.

8. Advise Associate Dean. Provide general and specific advice about student progress, student supervisor relationships, and other matters of concern.

9. Help promote the PhD Program and its students to members of their department and other stakeholders

Roles and Responsibilities of Student Members

Represent interests of students at PhD Policy Committee meetings, and to the Associate Dean. Circulate information about the PhD program and policies to students.

History

Adopted by Business PhD Policy Committee on 2023-12.19

First Draft Prepared on 2015-11-14.

The section called Roles and Responsibilities of Faculty Members adapted from “Statement of the Roles and Responsibilities of Area representatives on Business PhD Policy Committee” of 2004 August 20 (Role Responsibilities area reps.Aug 2004.rtf).