

## **Duties and Responsibilities of Doctoral Thesis Committee Members from Outside of the University of Houston**

Individuals outside of the University of Houston who have expertise in a student's research field, and who have earned a doctoral degree from an accredited university, may serve as an external member of a student's doctoral thesis committee.

The majority role of the External Committee Member will be to serve as a content expert in the student's field of research and will include the following responsibilities:

- Review the draft version of the thesis proposal (Chapters 1-3) and provide suggestions for revising the content in the areas related to their expertise;
- Participate by telephone or Skype in the oral defense of the thesis proposal (date and time to be determined);
- Review the draft version of the thesis (Chapters 1-5) and provide suggestions for revising the content related to their area of expertise;
- Participate in-person, or by telephone or Skype in the oral defense of the thesis (date and time to be determined);
- Assist the other members of the committee in determining if the thesis should be approved and is ready for publication, or if any changes need to be made to the thesis before final approval is granted.

If the person agrees to be an External Committee Member, they must submit a copy of their curriculum vitae in order to process the necessary paperwork required by the University of Houston.

For more information about the program or the role of the committee members, please contact:

Robert Hausmann, Ed.D.  
Associate Professor of Learning, Design and Technology  
Coordinator, Graduate Programs for Health Science Educators  
Department of Curriculum and Instruction, University of Houston  
Room 315A, Farish Hall  
4800 Calhoun Road  
Houston, TX 77204-5027  
[rchausmann@uh.edu](mailto:rchausmann@uh.edu)

Additional information about University of Houston Graduate Programs for Health Science Professionals may be found at: <http://medical.coe.uh.edu/>