

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 36-102**

1 OCTOBER 2002



Personnel

DOCTORAL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

NOTICE: This publication is available digitally on the AFIT web site at:
<http://sc.afit.af.mil/infomgt/afitpf.htm>. If you lack access, contact your program manager.

OPR: AFIT/Doctoral Council (Dr. Mathews)
Supersedes AFITI 36-102, 10 April 1996

Certified by: AFIT/CC (Col Heil)
Pages: 4
Distribution: F

This instruction prescribes the responsibilities of deans and faculty of the Air Force Institute of Technology (AFIT) in administration of the AFIT doctoral program. It establishes the AFIT Doctoral Council to set academic policy for the program. It also lists the responsibilities of the Doctoral Council, the deans of schools with Ph.D. students, the heads of academic departments with Ph.D. students, the individual faculty pro tem advisors and the faculty research advisors.

SUMMARY OF REVISIONS

This revision eliminates references to the Graduate School of Logistics and Acquisition Management.

1. Responsibilities of the Doctoral Council.

1.1. The Doctoral Council will establish, maintain, and publish academic policies for the doctoral program. Policy matters will include but are not limited to: minimum standards of admission, hour and residency requirements, examinations (to include type, purpose and number), rules for administering examinations, qualifications for research committee chairmanship, student role and department role in choosing advisors, qualifications for committee members, acceptable forms of the dissertation, quality goals for the dissertation, and other policy questions that may arise.

1.2. Jointly with the school Dean, the council will advise the Commandant regarding the establishment or termination of Ph.D. programs within schools and departments.

2. Responsibilities of the School Deans. The deans of the schools authorized to conduct doctoral programs shall:

- 2.1. Monitor the operation of the doctoral program in that school and the observance, by departments, of policies.
- 2.2. Resolve questions of policy compliance by the academic departments when such questions are raised by, or through, the Doctoral Council or by, or through, an academic department.
- 2.3. Resolve differences between two or more departments in their school when those departments do not agree on programs, examinations, or advisors for an individual student.
- 2.4. Maintain a school-wide data base on all Ph.D. students in their school including active students as well as graduates and past students.
- 2.5. Appoint a representative to each evaluation committee prior to scheduling of the final defense.
- 2.6. Give signature page approval to each dissertation after it has been approved by the evaluation committee.
- 2.7. Receive the approved dissertation and copies along with the Survey of Earned Doctorates, University Microfilms agreement and payment and other information required by school office instructions.
- 2.8. Distribute the dissertation, copies and associated forms to those organizations authorized to receive them, as prescribed by applicable school office instructions.
- 2.9. Approve or disapprove requests for transfer of students from one department to another in cases where Air Force requirements can be equally well met in either department.
- 2.10. Admit to candidacy.
- 2.11. Jointly with the Doctoral Council, advise the Commandant regarding the establishment or termination of Ph.D. programs within their schools.

3. Academic Department Responsibilities. Academic departments authorized to administer and execute the program shall follow the policies established by the Doctoral Council. (All references to "department" in this document pertain to the department that admitted the student.) Academic departments will:

- 3.1. Determine academic eligibility.
- 3.2. Approve admission of individual students.
- 3.3. Appoint pro tem advisors.

- 3.4. Approve the course of study including the education plan and the schedule of examinations.
- 3.5. Periodically evaluate the academic performance of each doctoral student.
- 3.6. Appoint the research advisor and committee members, with their consent, at the request of the student.
- 3.7. Recommend students to the school dean for admission to candidacy.
- 3.8. Notify the school dean when a research committee is ready to form the defense evaluation committee, so that the Dean can appoint a representative.
- 3.9. Recommend to the Faculty Council the award of the Ph.D. degree after all the requirements have been satisfied.
- 3.10. Recommend faculty board action in the case of unsatisfactory performance by any student.
- 3.11. Retain the student's official records until graduation.

4. Responsibilities of Pro Tem Advisors and Research Advisors.

- 4.1. Academic counseling and guidance will be provided to the individual student primarily by the pro tem advisor and then, when appointed, the research advisor. This counseling and guidance will be based on the policies set by the Doctoral Council.
- 4.2. The pro tem advisor will counsel the student on degree goals, policies, and procedures.
- 4.3. The pro tem advisor will assist the student in selecting a research area, in preparing the education plan in support of the selected research area, and in selecting a research advisor.
- 4.4. The research advisor and the research committee will conduct the specialty examination, approve the student's research prospectus, and guide the research.
- 4.5. Together with the Dean's representative, the research committee will form the evaluation committee to conduct the defense of the research, and determine its acceptability.
- 4.6. The pro tem advisor and then, when appointed, the research advisor will maintain the official department folder of academic records and progress for each student until graduation.

5. Doctoral Council Membership.

- 5.1. All members of the Doctoral Council shall be experienced research advisors and/or current research advisors of active Ph.D. students. Each academic department with an active Ph.D.

program shall elect two members to the council. Other departments in schools with active Ph.D. programs may elect one member. Their terms of office on the council will be three years.

5.2. The Associate Dean for Research of each graduate school with active doctoral programs shall be an ex officio member of the Doctoral Council with one vote.

6. Doctoral Council Procedures and Officers.

6.1. The Council will elect a President from its membership to serve as presiding officer carrying out such responsibilities as directed by the council. The term of office will be three years.

6.2. The council will elect a Vice President from its membership to function in the absence of the President. The term of office will be three years.

6.3. Meetings may be called by the President, the dean of an appropriate school, or by any four members.

6.4. A quorum shall consist of a majority of the membership. Questions shall be decided by a majority of the members present so long as the quorum is satisfied.

6.5. The council may establish such committees as are deemed appropriate and appoint members thereto. Committee members need not be members of the council.

6.6. The conduct of meetings will follow Robert's Rules of Order Newly Revised.

MICHAEL L. HEIL, Colonel, USAF
Commandant
Air Force Institute of Technology