**Dissertation Chair Form**

Department of Public Policy and Administration

Date: 11/13/2022

By the end of the spring of the 2nd year in the program, all students need to select a dissertation chair/major professor.

To identify a chair, please follow these steps:

1. Schedule a meeting with the Ph.D. program director, who will provide guidance on finding a potential dissertation chair. The program director oversees this process in an effort to balance major-professor assignments within the department.
2. Talk to faculty who might potentially serve as your chair. Find someone with an overlapping research interest. Discuss your expectations as well as the faculty member’s expectations.
3. Once you have identified a chair, fill out the part below.
4. Submit this form to the PhD director via email no later than Monday of finals week (spring C) of your second-year spring semester.

As a student, I understand that I will be proactive in regularly being in touch with my major professor, learning about the professor’s research area, and identifying a dissertation topic. The Major Professor will mentor the student continuously throughout the dissertation process.

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| Name of Major Professor | Signature | Date |
| Name of Student | Signature | Date |