Student Policies

Doctor of Philosophy Degree

Supply Chain Management

Department of Decision and Information Sciences

C. T. Bauer College of Business

University of Houston

Approved January 25, 2013

The following policies and procedures have been adopted by Supply Chain Management (SCM) faculty in the Department of Decision and Information Sciences (DISC) for the Doctor of Philosophy (PhD) degree program in SCM and shall be applied beyond those required by the C. T. Bauer College of Business and the University of Houston.

Students are advised to familiarize themselves with all College and University policies that apply to the degree program leading to the PhD. These include but are not limited to:

1. residency requirements
2. continuous enrollment requirements
3. qualifications for graduate student assistantship appointments
4. minimum grade point average and the 3-C rule
5. enrollment for dissertation credit
6. time limits for defending a dissertation proposal and for submitting the dissertation
7. fees and forms required upon submission of a dissertation
8. format of the dissertation

The following policies shall apply in addition to all College and University policies.

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I. EXPECTATIONS

The PhD program in SCM in the C. T. Bauer College of Business at the University of Houston is a full-time four-year program. While in the program students are expected to focus their efforts on obtaining the knowledge, skills, experience, and research record required to garner an academic position at a tier 1 research institution upon graduation. Toward that end, students are expected to:

- Work diligently to complete the program with excellent results in four years, or less
- Maintain collegial relationships with other students and faculty
- Take a leadership role in all courses: lead discussions, assist peers, manage group projects, etc.
- Actively participate in all SCM research-related events: such as guest presentations, PhD dissertation defenses, and colloquiums
- Perform exceptionally well in the completion of instructional assistant (IA) and/or research assistant (RA) duties
- Show initiative by participating in Bauer College and (when possible) national teaching workshops, PhD professional development seminars, and career planning activities
- Make a strong effort to prepare and deliver high-quality instruction when teaching
- Initiate a research record in SCM by presenting a faculty-approved research paper at a national conference and having at least one accepted research journal publication by the end of year 3 of the program
- Demonstrate professionalism by reading research papers of faculty and guest speakers, and properly preparing for seminars and colloquiums
- Continuously seek opportunities to improve upon research and teaching skills throughout both the coursework and dissertation phases of the program

PhD students in SCM will be evaluated relative to the above expectations.

II. COURSEWORK

Selection of courses is done through consultation with each student's Advisory Committee and the SCM PhD Coordinator. The Advisory Committee shall consist of two (or more) SCM research faculty and one research faculty member from the student's supporting field. The Advisory Committee should be formed early in the first semester by each student subject to the approval of the PhD Coordinator. In accordance with College policy, a degree plan approved by the advisory Committee must be filed within the first year of the PhD program. Note that degree plans can be amended later, if necessary.

Minimum coursework requirements include 42 graduate credit hours covering the major field of SCM (21 hours), research tool courses (12 hours), and a supporting field of study (9 hours). The core of the coursework are the 21 credit hours of major field (SCM) courses. This portion of the program includes two foundation courses that enhance analytical skills in evaluating deterministic and stochastic SCM processes. Those foundation courses are typically followed by four advanced SCM doctoral seminars. Research tool course hours can be fulfilled using analytical or statistics research methods courses

offered in Bauer College or from other appropriate academic units. Typical supporting fields include Management Information Systems (MIS), Management, Industrial Engineering, and Marketing. SCM courses taught by DISC faculty may not be used to satisfy the supporting field coursework. In addition, courses used to satisfy the supporting field requirement must meet any formal requirements that may exist in the selected department for a supporting field. In the absence of formal requirements, supporting field requirements will be established by the supporting area representative to the Advisory Committee. A course may not be double-counted toward satisfying the major, research requirement, or supporting field requirement.

Additional coursework may be required by the Advisory Committee or the PhD Coordinator. In the event of disagreement, a vote of the Advisory Committee will serve as the final decision.

III. QUALIFYING REVIEW

The qualifying review is to be coordinated by the SCM PhD Coordinator at the end of the second semester of coursework and before June 15 of the first year. The review is evaluated as pass or fail. The review metrics include performance in courses, IA/RA responsibilities, research activities, participation in SCM events and seminars, completion of administrative and degree requirements, and professional development activities. Students are expected to demonstrate outstanding performance in all areas. The PhD Coordinator will solicit feedback from relevant instructors and research faculty concerning each student's performance over the first two semesters. Then the PhD Coordinator will conduct a vote of the SCM research faculty as to whether the student has passed the qualifying review. The qualifying review results will be formally transmitted to the student in a letter from the PhD Coordinator on behalf of the SCM research faculty. If a student does not receive a majority vote, a recommendation will be made that the Associate Dean for Academic and Research Programs dismiss the student from the program.

IV. ANNUAL REVIEWS

An annual review is to be administered by the SCM PhD Coordinator before June 15 of the second (and every subsequent) year of each student's program. The review metrics include those specified for the qualifying review plus performance relative to the previously listed expectations. The PhD Coordinator will solicit feedback from relevant instructors and research faculty concerning each student's performance over the previous year. Less than outstanding results in any area will be noted as a deficiency. All deficiencies and a specified deadline for correction will be formally transmitted to the student in a letter from the PhD Coordinator on behalf of the SCM research faculty. If all deficiencies are not corrected before the specified deadline, the PhD Coordinator will conduct a vote of the SCM research faculty as to whether the student should continue in the program. This decision will be formally transmitted to the student in a letter from the PhD Coordinator on behalf of the SCM research

faculty. If a student does not receive a majority vote, a recommendation will be made that the Associate Dean for Academic and Research Programs dismiss the student from the program.

V. COMPREHENSIVE EXAM

Students can take the comprehensive examination after they have completed the coursework specified in their degree plan and have been certified as eligible. The SCM PhD Coordinator will solicit questions from the SCM research faculty and administer the comprehensive exam, which has a written and an oral component. The written component has two parts. The first part is an 8-hour closed-book examination. The second part is take-home, open-book examination. The SCM research faculty will grade the written component of the exam. Failure on the written component will end the exam. If the results from the written component are acceptable, the student will be provided with feedback on deficiencies and will proceed to the oral portion of the exam. The student will be provided time in the oral portion of the exam to address deficiencies from the written portion and/or discuss their future dissertation topic. The SCM tenure-track faculty in attendance at the oral portion of the exam will then judge whether the comprehensive examination has been passed or failed, and the SCM PhD Coordinator will notify the student of the result within the timeline specified in the College PhD policies. If the student fails the comprehensive exam, they may retake the exam within six months of notification. A retake will include both the written and oral components, and only one reexamination is allowed.

VI. INSTRUCTIONAL/RESEARCH ASSISTANTSHIPS

PhD students are expected to fulfill all duties associated with instructional or research assistantships. Instructional and research assistantship assignments are made by the SCM PhD coordinator with the approval of the DISC Department Head. Research assistantships in particular are considered a privilege because they provide opportunities for students to build their research record. Performance in these duties are evaluated as part of the qualifying and annual reviews. Excellent performance in these assignments may lead to more opportunities for research assistantships and poor performance in these assignments may result in loss of financial aid or termination of the student's PhD program.

VII. TEACHING

Typically, PhD students will not teach individual courses in their first two semesters of the program. Thereafter, PhD students may be assigned to teach undergraduate courses offered by DISC as part of their PhD program. Teaching assignments are made by the SCM PhD coordinator with the approval of the DISC Department Head. These assignments are an important part of the program, as teaching is a core mission of academia. PhD students are expected to make a strong effort to prepare and deliver high-quality instruction. Teaching evaluations will be included in annual reviews and will be based on the quality of course syllabi, instructional preparation, results of student evaluations from courses taught, and improvements made over time.

VIII. DISSERTATION

After successfully completing the comprehensive examination, it is the student's responsibility to form a Dissertation Committee to supervise the student's research. This committee must be composed of at least four (4) tenure-track faculty members. At least two (2) of the members of the Dissertation Committee including the Dissertation Chairperson must be from the SCM area of DISC and at least one member of the committee must be a non-SCM faculty member. The Dissertation Committee must be approved by the SCM PhD Coordinator in consultation with the DISC Department Head. This committee will then replace the Advisory Committee as the student's primary source of supervision.

The first milestone in the dissertation process is the oral defense of the dissertation proposal. All Bauer College policies regarding the oral defense of the dissertation proposal apply. Two weeks prior to the scheduled defense the student will supply one copy of the dissertation proposal to the SCM PhD Coordinator to be made available for inspection by other faculty and students. After the oral presentation the Dissertation Committee will inform the candidate of one of the following three decisions:

1. Unconditional pass, by unanimous vote, with no major qualifications. The candidate may proceed with the dissertation.
2. Conditional Pass. The candidate must correct identified deficiencies to the dissertation proposal to the satisfaction of all members of the Dissertation Committee before proceeding with the dissertation. The Dissertation Committee will provide to the candidate a written account of the committee's reservations. The proposal defense need not be repeated.
3. Failure. The candidate must significantly revise the dissertation proposal or begin a new proposal. The Dissertation Committee shall provide to the candidate a written account of the committee's reasons for rejecting the proposal. Any revised or new proposal must again be defended.

The final milestone in the PhD program is the oral defense of the dissertation. All Bauer College policies regarding the oral defense of the dissertation apply. In addition, two weeks prior to the scheduled defense the candidate will supply one copy of the dissertation to the SCM PhD Coordinator to be made available for inspection by other faculty and students. After the oral presentation the Dissertation Committee will inform the candidate of one of the following three decisions:

1. Unconditional pass, by unanimous vote, requiring no revisions to the defended draft.
2. Conditional Pass. A conditional pass may be awarded if the dissertation committee believes that only minor modifications to the written dissertation are needed. The candidate must correct the deficiencies to the satisfaction of all members of the Dissertation committee before this conditional pass becomes a pass. The dissertation defense need not be repeated.
3. Failure. The candidate must significantly revise the dissertation to correct serious deficiencies determined by the Dissertation Committee and communicated to the candidate in writing. Any

revised dissertation must again be defended.

IX. FINANCIAL AID

When specified (for example, University Presidential Fellowships), amounts and durations of financial aid for PhD students are as defined in the awards. Otherwise, stipends and financial aid will be provided to students in good standing for four (4) years. Students that require more than four (4) years to complete their PhD program <u>may</u> be provided additional financial aid (if available) at the discretion of the SCM PhD Coordinator, subject to Bauer College and University of Houston policies. In general, PhD students should assume that financial support will <u>not</u> be available for more than four (4) years and should manage their program accordingly.

X. TRAVEL SUPPORT FUNDS

In general, PhD students in good standing will receive funding for travel to at least one national research conference in year 3 of the program to make a research presentation and participate in a doctoral student consortium for career development purposes, and in year 4 to interview for an academic position. In addition, students are encouraged to submit papers to other SCM-related national research conferences for presentation. The number of trips that will be funded and actual amounts are subject to budget constraints, but every attempt will be made to support student travel to national research conferences. In addition, logical adjustments in timing may be made when necessary. For example, if a student has a paper accepted for presentation at a national research conference in year 2 of their program it would be logical for that student to also participate in a doctoral student consortium one year early at that same conference. Examples of SCM-related national research conferences with doctoral student consortiums are the annual meetings of the *Decision Sciences Institute* (DSI), the *Production and Operations Management Society* (POMS), the *Institute for Operations Research and the Management Sciences* (INFORMS), the *Council of Supply Chain Management Professionals* (CSCMP), and the *Academy of Management* (AOM).