



FLORIDA INTERNATIONAL UNIVERSITY

**OFFICE OF DOCTORAL PROGRAMS
Ph.D. POLICIES, PROCEDURES,
AND OPERATIONS MANUAL**

Version 2.2 Effective August 2022

This document is the Official policies, procedures, and operations manual for the FIU Business Office of Doctoral Programs. It is intended to help Ph.D. students and faculty at FIU Business to successfully navigate doctoral program studies, teaching, and administration.

This manual is intended to complement the FIU University Graduate School's policies and procedures. It will be reviewed and revised annually.

For information on FIU University Graduate School policies and procedures, see: <http://gradschool.fiu.edu/>

Each FIU Business Ph.D. concentration may maintain policies and procedures specific to the functioning of their program. All such concentration-specific policies must conform to those set forth herein and to FIU UGS policies and procedures. All Ph.D. concentration policies are considered an addendum to this master document.

All FIU Business doctoral students and doctoral program faculty have a responsibility to become familiar with these policies and are expected in all respects to adhere to them.



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Office of Doctoral Programs Ph.D. Policies, Procedures, and Operations Manual

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Message from the Associate Dean

I am pleased to welcome you to FIU Business and present our doctoral programs handbook to you. The material contained herein will guide both students and faculty in successfully delivering a tremendous doctoral experience.

Our mission at FIU business is simple: we strive to enhance the FIU College of Business and the university's research profile and overall reputation by creating outstanding Ph.D. graduates who become leaders in advancing discipline-specific theory and evidence-based scholarship. We work tirelessly to prepare our doctoral students to become world-class scholars in their respective research fields to achieve our mission. The result is a graduate dedicated to pursuing a lifelong scholarly career at prestigious research institutions worldwide.

The achievement of a terminal degree in business is both demanding and challenging. A great deal of personal discipline, intensive work, and individual commitment is required of all involved. Our FIU Business doctoral faculty are committed to excellence in business research, and each is a leading researcher and scholar within their chosen field of study. We immerse our students into the rigorous research environment of FIU Business such that each graduate is fully prepared to advance the body of knowledge within their knowledge domain. Further, our doctoral students and graduates are essential to overall research activities and successes at FIU Business. Our doctoral students and faculty work together in a collaborative research environment to address innovative solutions to disciplinary and inter-disciplinary research challenges.

I hope this manual will assist our doctoral students and faculty in becoming conversant in the policies, procedures, and guidelines of the Office of Doctoral Programs at FIU Business and assist them in pursuing their ambitious research programs that advance our vision and mission.

Once again, on behalf of FIU Business and Florida International University, I welcome you to our doctoral programs in business.

All the best in your scholarly pursuits!

Sincerely,



George M. Marakas, Ph.D.
Associate Dean for Research and Doctoral Studies
FIU Business



Doctoral Program Overview

The FIU Business Doctoral Programs emphasize the development of excellence in research, teaching, and academic publishing acumen to ensure that graduates acquire the credentials necessary to complete terminal degree requirements and placement in academic institutions (where appropriate).

Each Ph.D. concentration program requires 75 credit hours (generally over four years) of full-time study, including approximately two years of dissertation research and with a focus on theoretical research. A set of core or "tool area" business courses geared toward establishing the student's breadth of knowledge is required of all doctoral candidates during the first two years of study, along with any concentration courses prescribed by the department.

Areas of concentration include:

- Accounting
- Information Systems and Business Analytics
- Finance
- Global Leadership and Management
- International Business
- Marketing

For additional information regarding FIU Business Ph.D. concentrations, see <https://business.fiu.edu/graduate/phd/index.cfm>

Mission and Vision

To serve our diverse student and alumni population; our multicultural business community; and the global community of scholars by advancing business knowledge and sharing expertise:

- We prepare our students to succeed as responsible business professionals, leaders, and global citizens in a dynamic, technology-driven business climate—creating a growing legacy for our alumni.
- We energize the business community through professional education, collaboration, and research – building competitive advantage for Greater Miami industries and providing qualified graduates for global, regional, and local corporations.
- We enrich the academic community through innovative research – nurturing our faculty's intellectual growth and developing the talents of exceptional future scholars.

Philosophy and Objectives

The Ph.D. degree in business is a research-oriented academic terminal degree. Accordingly, the program for each concentration area strongly emphasizes research activity. At the same time, attention is directed to developing the skills conducive to excellence in both the classroom and the academic and applied research communities.

Program goals and objectives include:

- To identify and recruit high-quality, talented Ph.D. applicants with a demonstrated potential to become leaders in academic communities.
- To provide the student with an in-depth conceptual knowledge of contemporary research issues and research paradigms in an area of concentration and supporting discipline.
- To provide the student with a sound conceptual understanding of a set of research tools and skills (e.g., econometrics, psychometrics, research design and methodology, programming simulation).
- To assist the student in the development of excellence in classroom instruction and teaching effectiveness, including but not limited to classroom management, teaching skills, etc.
- To foster an understanding of the ethical issues involved in research and teaching and promote the attainment of the highest standards in the academic environment.
- To place Ph.D. graduates in peer or aspirant academic institutions globally.

Key Ph.D. Program Principles

- Our Ph.D. students must appreciate and commit to the scientific foundations and evidence-based solutions to theoretical problems.
- Our Ph.D. students must be committed to their professional growth and development and high personal goals through their consistent efforts and collaborations with their doctoral mentors.
- Our Ph.D. students will identify a knowledge domain in which to develop expertise but are expected to be conversant in all fundamental areas of business administration.
- Our Ph.D. students must develop and demonstrate excellent oral and written communication skills in professional and academic settings.

Recruitment and Admission

Identifying and attracting talented students in our Ph.D. programs at the FIU Business is an essential investment toward building a world-class research environment. The Ph.D. programs at FIU business are highly competitive, and a limited number of applicants are admitted to the various disciplines each year or alternate years. Depending upon the program concentration, the recruiting process requires close coordination and cooperation between Chapman faculty, department chairs, departmental directors of doctoral programs, the Director of ODP, and the Associate Dean for Research and Doctoral Studies.

Applicant admissions to FIU Business Ph.D. programs should reflect a programmed and thoughtful recruitment process, including identifying prospects, encouraging applications, personalized contacts, and clear steps for selection/offers of admission/funding and related actions. The reputation of FIU Business Ph.D. programs requires clear, consistent, and professional communication with all applicants.

The specific recruitment process for each discipline is left to the individual disciplinary programs with oversight and support from the FIU Business ODP. Regardless of approach or method employed, the goal is to identify talented and diverse prospective Ph.D. students from around the globe that can be expected to complete the program successfully. Current Ph.D. students may be included in the recruitment process and encourage potential candidates they may know to apply to the FIU Ph.D. program as part of the overall goal to bring top talent to FIU Business.

The application window for FIU Business Ph.D. programs opens each fall and closes by mid-January of the following year.

FIU Business ODP will periodically assess the effectiveness and efficiency of concentration recruitment processes, including identification of prospects, attention to diversity, personalized contacts with recruits, transparency in selection, offers of admission and funding, and any related actions. All Ph.D. concentrations are required to assemble and maintain the necessary data and documents to facilitate such periodic assessment (refer to concentration KPIs later in this document).

Interview and Selection of Ph.D. Program Candidates

Departmental Doctoral Program Directors (DDPD) are responsible for administering and managing each Ph.D. discipline's applicant evaluation process. The first step is to identify a shortlist of promising candidates from the pool of all applicants in the concentration and start the interviewing process. To recruit the best Ph.D. students, it is imperative to consider more than the formal application and paper credentials to get the applicant's complete picture, including English proficiency, strong communication skills, adequate academic preparation, and fit with faculty research. In addition, given the focus of our program is to train members future members of the academic community, candidates who are not dedicated to following an academic career path should be excluded from consideration.

The Decision Process

Per UGS Policy 380.002 recommendation for admission to the Ph.D. program must be made by a committee consisting of a minimum of 3 graduate faculty members. The DDPD, in consultation with their concentration committee and their department chair, makes a final decision whether to admit an applicant and make an offer of financial assistantship according to the applicant's fit with the strategic direction of the doctoral program and the resources available. Apart from self-funded Ph.D. students (rare), all FIU Business Ph.D. students will receive an annual stipend and a full tuition waiver. Once concentration doctoral applicant evaluations are complete, the DDPD summarizes pertinent information on each candidate they wish to invite and requests a formal invitation to the program be sent from the ODP.

Commitment to Diversity, Equity, and Inclusion

As a member of the FIU community, the FIU Business ODP is committed to providing the highest quality educational experience to its students in a nurturing and supportive environment. In doing so, we are committed to ensuring that recruitment, instruction, and support are delivered in a manner that is reflective of diversity as it relates to gender, socioeconomic status, gender identity, race, ethnicity, physical and mental ability, nationality, military status, sexual orientation, spirituality, and cultural identity.

We are committed to building a community of doctoral students and graduates that represents and embraces diverse cultures, backgrounds, and life experiences that reflect the multicultural nature of South Florida and our global society. Our goal is to build an intellectually vibrant climate that sustains the inclusiveness and engagement of our diverse community.

We expect FIU doctoral program faculty, staff, and students to model these values and commit to recruiting, retaining, and supporting students, faculty, and staff who reflect the diversity of our global society.

Residency, Enrollment, and Employment

The requirement to complete a doctoral degree program at FIU Business is 75 credit hours. The disciplinary doctoral program will specify such credit hours. Still, they must include common core courses in statistical tools and research methodologies the FIU Business ODP set forth. A minimum of 18 credit hours of dissertation credits are required. All deviations from the minimum requirements must be recommended by the DDPD and approved by the ODP Director and the Associate Dean for Research and Doctoral Studies.

All doctoral students receiving a fellowship stipend are required to maintain full-time enrollment. To be considered full-time, a student must be registered for a minimum of 9 credit hours during the academic semesters and six credit hours during the summer. Failure to maintain full-time enrollment status can result in the loss of funding. Doctoral students who no longer receive funding must comply with the FIU UGS continuous enrollment and dissertation enrollment policies.

All FIU Business Ph.D. students receiving a fellowship stipend are considered university employees and are prohibited from any outside employment while receiving fellowship funding. Further, all Ph.D. students are expected to reside in the Miami metro area and be on-campus for all required coursework and employment activities. Office space will be allocated to FIU Business Ph.D. students to facilitate this requirement to the extent such office space is available.

Ph.D. Student Responsibilities

- The conscientious discharge of research or scholarship responsibilities may include teaching duties assigned by the department chair or director.
- Compliance with all relevant federal, state, and municipal regulations and guidelines related to human subjects' research.
- Compliance with good scholarly and research practice.
- Open and timely discussion with an assigned faculty mentor or departmental director regarding all facets of the research activities.
- Accurate and timely recording and documentation of research results.
- Prompt disclosure to the assigned faculty mentor or DDPD regarding the possession and desire to distribute materials, software, copyrightable and potentially patentable discoveries derived from research made within the scope of university employment or research created with university support or made in the field or discipline in which the FIU employs the inventor.
- Collegial conduct towards members of the university.

- Compliance with all applicable policies and procedures of FIU, FIU Business, and the department/responsible unit.
- Conformance to responsible, ethical conduct standards in research, including taking all required training as prescribed by the department, FIU Business, and UGS.
- Compliance with all Human Subjects of Research requirements as outlined in the Belmont Report and the Institutional Review Board at FIU.
 - The Belmont Report
 - <http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html>
 - [FIU Institutional Research Board](#)
 - <http://research.fiu.edu/irb/>

Engagement in the Research Process and Academic Community

Following its vision and mission statement, the FIU Business ODP is committed to educating, training, and mentoring Ph.D. students to generate and disseminate high-quality research that seeks to advance business theory and practice. As a part of a Carnegie R1 research university, FIU Business is devoted to creating and sharing knowledge.

Research is the scholarly community's primary activity, and published research is the currency by which academic institutions, units, and members are measured, ranked, and funded. All Ph.D. students should thus strive for research excellence, independent thinking, and innovative ideas. They should pursue an influential research agenda that contributes to knowledge creation, focus on their personal growth as academic researchers, and disseminate their findings in top-tier journals. All students are expected to engage in high-profile research projects independently and with FIU Business faculty. In short, research is a critical part of a Ph.D. student's academic experience.

Beyond their research agendas and developing expertise in a particular research area, all Ph.D. students are expected to actively engage with faculty and fellow doctoral colleagues in discussing, sharing, and developing the ideas of others, providing support to others, and supporting the FIU Business culture of research collaboration. Whenever possible, students should take advantage of any opportunity to cross traditional disciplinary lines to develop expertise in inter-disciplinary lines of research. Understanding how one's research area fits within the broader academic discipline and how the domain relates to other disciplines is a sign of a true literary scholar. FIU Business Ph.D. students are encouraged to obtain an overall appreciation of other fields and inter-disciplinary work.

Active engagement in the research process goes beyond a Ph.D. student's coursework (which is a means to an end) and includes scholarly discussions with faculty and doctoral colleagues, attending research seminars and disciplinary conferences, and being immersed in the research environment of FIU Business. All Ph.D. students are expected to enhance their written and oral communication skills to present and defend their research to different audiences, describe their hypotheses, findings, and implications, and prepare manuscripts for publication in conference proceedings and journals. A significant amount of personal effort and commitment is required to conduct scholarly research of publishable quality. All FIU Business Ph.D. students are expected to exert the necessary efforts to undertake high-quality research.

Research Seminars

Each disciplinary concentration at FIU Business periodically organizes research seminars and colloquia. All Ph.D. students must attend and participate in these research seminars and are encouraged to participate in other school-wide research seminars in their area of interest.

Participation in these research seminars is crucial in exposing students to the many facets of research in each concentration and providing students with the opportunity to meet visiting scholars. Ph.D. students are required to attend and encouraged to be active participants in departmental research seminars by asking meaningful questions, challenging assumptions respectfully, and offering informed and helpful suggestions.

Internal Student Presentations

All FIU Business Ph.D. students must develop and demonstrate strong oral communication skills and should present and convey their research to diverse audiences effectively. Each DDPD is responsible for providing the opportunity to all Ph.D. students to present their research, both in discussing new research ideas and presenting research findings. Concentrations should provide an annual forum for all Ph.D. students to present their research. Weekly departmental seminars can serve as a forum for more advanced Ph.D. students to present their completed research.

The Partnership Between Ph.D. Students and Faculty

As part of the research vision of FIU Business and to support the ongoing nature of our Ph.D. programs, research-active faculty are expected to work closely with Ph.D. students to push the frontier of business research by tackling pioneering business topics. While it is mainly the Ph.D. student's responsibility to maintain satisfactory progress in their program in terms of coursework and actively engaging in research projects, faculty are equally responsible for ensuring the success of our Ph.D. students and aiding them in attaining the necessary support, direction, and encouragement to succeed in the program. Mentoring is both formal and informal, as faculty mentors share advice, insights, and experiences to ensure the success of our Ph.D. students in terms of research and job placement.

Successful mentoring of Ph.D. students is a necessary commitment to the success of a Ph.D. program. It is not a service obligation but rather a responsibility associated with having the resources and benefits of a Ph.D. program.

Conference Attendance and Presentations

The FIU Business ODP strongly encourages and promotes research presentations at prestigious regional, national or international research conferences. Presenting their research output at academic conferences gives all Ph.D. students valuable experience and feedback on their research. It increases the likelihood of publication of such research in scholarly journals and successful placement at peer or aspirant academic institutions. Such activities also allow Ph.D. students to network and develop professional relationships vital for collaborative research and improve their and FIU Business reputations.

Academic conferences are generally announced at least a year in advance; deadlines for submission of abstracts and papers for consideration are typically 6 - 9 months before the conference date. All Ph.D. students should know their area concentration's major conferences and events. With their

mentor's guidance, Ph.D. students are encouraged to identify appropriate regional, national, and international academic meetings and submit their research for publication in the conference proceedings and presentations during the conference. Ph.D. students should consult with their assigned mentor, DDPD or dissertation chair to ensure the quality of their submissions.

Delivering an outstanding presentation at a conference is essential to enhance students' reputations. Concentrations are encouraged to provide an opportunity to Ph.D. students who plan to present at major academic conferences to have a "mock" presentation at a department or area seminar. Relevant concentration faculty and Ph.D. students should attend these presentations and offer feedback for improvement.

Travel Support to Present at Academic Conferences

Travel support is available to FIU Business Ph.D. students who will be presenting their research findings at reputable regional, national, and international conferences and research meetings. Initial support will come from the student's developmental funds. Additional support may be obtained from other FIU organizations such as the Graduate Professional Student Council (GPSC).

Travel support is conditional on budget availability and authorization for travel, and all Ph.D. student travel must receive approval from the FIU Business ODP. Upon notification of paper acceptance, Ph.D. students should complete travel authorization request forms, including authorization for out-of-state travel or other policies of FIU Business in effect at the time of the travel request.

The necessary forms are available at:

<https://webforms.fiu.edu/view.php?id=3082856>

This policy does not constitute a promise of funding; it merely lays out the conditions necessary to be considered for funding.

Ph.D. Program Funding and Support

Every FIU Business Ph.D. student actively enrolled in the doctoral program, and in good standing is eligible to receive \$1,000 per year from the ODP Director for authorized expenses. This support is not limited to only those students receiving stipends. Students funding their education or on scholarships are also eligible for this support. This support is, however, limited to a maximum of four years.

Students don't need to spend that portion of the funding provided by the ODP every year; these funds can be accumulated. Thus, students not spending any of their funding from the ODP during their first three years in the program would have accumulated \$3,000 heading into their fourth year. The following list illustrates the types of uses of these funds likely to be deemed appropriate.

Expenses for attending a conference (e.g., registration fees, transportation expenses such as an airline ticket, hotel, meals) so long as the university's Controller's office approves these and within any restrictions, it imposes certain items (e.g., daily allowance for meals).

- Expenses incurred for collecting research data (e.g., payments for research participants, creation or reproduction of research materials, travel expenses incurred while collecting data). These types of expenses must strictly adhere to ORED protocol regarding obtaining IRB clearance.
- Membership fees for professional associations in your discipline.
- Subscription fees for journals in your discipline unless access to these journals is available through the university system.

Other expenditures may also be appropriate beyond those listed above. Be aware that any spending, including those listed above, for which you wish to use your support funds must be approved by ODP before the expense is incurred.

The approval process entails the following:

The merit of the requested expenditure must be supported initially by either the student's major professor or, for those students that have yet to progress to the point of having a major professor, the Departmental Doctoral Program Director. Once approved, the student must inform the ODP to confirm the availability of funds. The department will file a Travel Authorization (TA) on the student's behalf if needed.

The forms necessary to request funding from ODP can be found at <https://webforms.fiu.edu/view.php?id=3082856>

Building a Stream of Research

All Ph.D. students must become involved in the research process as early as practicable in their doctoral program. As such, they should start building a research portfolio that includes their research areas, their research philosophy, and the relevance of the research for theory and practice. Such portfolio contains publications in the proceedings of refereed conferences, presentations in regional, national, and international conferences, and published articles in refereed journals.

Each student should have a current curriculum vita (CV) that FIU Business ODP records and be updated diligently with any new research accomplishment. A high-quality research-active CV is necessary to attain a faculty position at peer and aspirant academic institutions.

To facilitate the process of building a research portfolio, each concentration is required to promote and facilitate faculty and student collaboration on conference submissions and peer-reviewed academic journals. Successful progression in our Ph.D. program is contingent upon evidence of research excellence, including oral research presentations, high-quality research papers, submission and acceptance of papers at refereed conferences and conference presentations, and journal submissions and acceptances at premiere and high-quality journals.

Recognizing Excellence in Faculty/Student Research Collaboration

The primary purpose of the FIU Business Ph.D. programs is to increase the available resources to research faculty such that their productivity is increased and the overall visibility of FIU Business is enhanced throughout the Academy.

By increasing the frequency of faculty research and publishing collaboration with Ph.D. students, faculty can more easily reach their personal productivity goals and those of FIU Business. Additionally, Ph.D. students arrive at the job marketplace with a formidable and impressive research portfolio and pipeline that only enhances their hiring prospects and top placement.

It is widely assumed that serving as a dissertation chair positions the faculty member as a legitimate collaborator. Any publication resulting from the dissertation is deemed co-authored by the student and the supervisor. Beyond the possible benefit of a small financial compensation, the expectation of publication is the principal motivation for accepting such responsibility. Failure to realize a meaningful publication following a two-plus-year endeavor should be considered a failed collaboration.

FIU Business allocates a pool of resources intended to incentivize faculty to collaborate and publish with our Ph.D. students. A stipend is awarded to a faculty member for a Ph.D. student collaborative publication based on the quality of the outlet.

While subject to revision, the current stipend award schedule for Ph.D. student/faculty collaborative publishing is as follows:

- Published peer-reviewed conference proceeding: \$300
- Published peer-reviewed academic journal publication in any B-level journal on the official journal list for any FIU Business concentration: \$500
- Published peer-reviewed academic journal publication in any A or A*-level journal on the official journal list for any FIU Business concentration: \$1,000

All awards must be verified by ODP prior to any processing.

Any awards associated with faculty/student collaborative publishing are in addition to any other awards for which the publication may qualify.

The FIU Business ODP views publications in refereed journals and conference proceedings as indices for Ph.D. students' research productivity. However, since there are no established lists of high-quality conferences in each business discipline, Ph.D. students are strongly encouraged to consult with their DDPD or dissertation chairs to select prestigious and appropriate conferences for submission. As outlined above, the FIU Business ODP rewards students for their acceptance to high-quality refereed conferences by supporting their travel to these venues.

Research excellence goes beyond numbers of journal and conference proceedings publications to include recognized research awards, invitations to give research seminars at other universities, originality of the research as judged by relevant faculty, and a focused research stream. Besides, applying for and obtaining research grants and being actively involved in sponsored research are also encouraged and valued. Ph.D. students who receive research grants bring credit to themselves and FIU Business.

Financial Support, Fellowships, and Awards

Typically, all FIU Business Ph.D. students receive financial assistance in the form of full tuition remission and a stipend in return for their services as a research assistant (RA) or teaching assistant (TA).

The financial support provided to FIU business Ph.D. students is predicated on the timely completion of the degree requirements within a typical and consecutive four-year program. As such, no funding for matriculation beyond the fourth year is provided by FIU Business.

To facilitate Ph.D. students who may require funding beyond the fourth year, several funding opportunities are provided by FIU UGS. Concentration DDPDs, in cooperation with the student's dissertation chair, are responsible for facilitating applications to all external funding, including that offered by UGS.

The following financial awards are available to FIU Business Ph.D. students who may require extended program funding:

Doctoral Evidence Acquisition (DEA) Fellowship¹

The DEA Fellowship is specifically intended to support Ph.D. students who have no other financial support for evidence acquisition activities or those students whose current means of financial support would significantly interfere with or preclude their ability to collect the evidence needed for their Ph.D. research.

A DEA Fellow is awarded a stipend to enable evidence acquisition that otherwise would not be possible. Evidence acquisition activities that the DEA Fellowship might support include but are not limited to off-campus library/archive research, fieldwork, experiments, interviews, collection of specimens, etc.

The DEA Fellowship is awarded three times per year in fall, spring, and summer. The DEA Fellowship provides a stipend of \$8,590.50² per term for one term. After a student has advanced to candidacy, they are considered full-time if enrolled for a minimum of three dissertation credit hours per term (this applies to both domestic and international students).

Therefore, fellowship recipients must enroll in three dissertation credit hours per term. UGS will provide a tuition waiver for three dissertation credits only. Any additional credits beyond the three required will be the student's financial responsibility.

For the DEA, UGS will only consider funding a student for the time needed to acquire evidence, e.g., data collection, sample collection, interviewing, etc. It is understood that a student may also need financial support during the data analysis and writing phase of their doctoral work, and the UGS provides an alternative support mechanism for these activities (see the Dissertation Year Fellowship below).

¹ Current detailed information regarding the DEA and DYF Fellowships can be found at <https://gradschool.fiu.edu/students/funding/fellowships/#additionalopportunities>

² Subject to change without notice.

To take advantage of a DEA Fellowship, the DDPD and student must determine the need and eligibility for the DEA before commencement of year four. If the award is received, the program can fund the student with the DEA funds, release the student from employment obligations during the award term, and bank the equivalent term stipend with the FIU Business ODP for use by the student (if necessary) following the DEA award term and the end of year four. Full-time students who will be in the program for more than four years after receiving the award are not eligible to apply.

Dissertation Year Fellowship (DYF)

The Dissertation Year Fellowship (DYF) supports highly qualified FIU Ph.D. students during the writing phase of their dissertation. It is intended to facilitate the timely completion of high-quality manuscripts and dissertations. Dissertation Year Fellows are expected to graduate within one year after receiving the award.

UGS awards the DYF three times per year in fall, spring, and summer. DYF provides a stipend of \$17,181 for two terms, or \$8,590.50 per term³ (inclusive of the term in which the dissertation is submitted to the UGS). After a student has advanced to candidacy, they are full-time if enrolled for a minimum of three dissertation credit hours per term (this applies to both domestic and international students). Therefore, fellowship recipients must enroll in three dissertation credit hours per term. UGS will provide a tuition waiver for three dissertation credits only. Any additional credits beyond the three required will be the student's financial responsibility.

Full-time students must be within six dissertation credits of completing all degree requirements to apply. Further, an approved candidacy form (D2) must be on file with UGS for at least two terms before applying for the fellowship. An approved dissertation proposal form (D3) must be on file with UGS for at least one term before applying for the award.

To take advantage of a DYF Fellowship, the DDPD and student must determine the need and eligibility for the DYF before commencement of year four. If the award is received, the program can fund the student with the DYF funds, release the student from employment obligations during the award term, and bank the equivalent term stipend with the FIU Business ODP for use by the student (if necessary) following the DYF award term and the end of year four.

General Conditions for UGS Awards

While UGS strives for university-wide representation in the selected fellowships, priority will be given to programs that can impact performance metrics in the current fiscal year or following and in strategic areas as defined by the Board of Governors. Prior performance in meeting graduation expectations will also be considered.

Publications resulting from research supported in part through this fellowship should acknowledge the financial support of a Florida International University Doctoral Evidence Acquisition Fellowship. A copy of any such publication should be sent to the UGS.

³ Subject to change without notice.

Postponement of neither the DYF nor DEA Fellowship is allowed, nor can it be supplemental to any other Ph.D. funding through FIU Business. Exceptions will only be considered for students with extenuating circumstances or those traveling internationally who do not have their travel approved by the FIU Travel Committee.

The UGS Fellowships are processed through Financial Aid. The stipend, which is considered a “scholarship,” is disbursed as a lump sum at the beginning of the semester. Please note in order not to exceed the cost of attendance, the fellowships may impact receipt of other types of financial aid such as student loans.

Ph.D. Student Networking

While the nature of any doctoral program entails individual research, all Ph.D. students are encouraged to interact with each other, both socially and professionally. Collegiality and collaboration in research are highly valued at FIU Business, and we actively encourage and support collaborations among all our doctoral students. Accordingly, the ODP frequently sponsors social networking events, such as receptions at the beginning of the academic year and the end of each semester and other formal and informal social networking activities for doctoral students. Commitment to research also entails working collegially with student peers and other colleagues in the broader academic community. Active engagement with other doctoral students and participation in social networking activities sponsored by FIU Business are expected.

Business Doctoral Students Association (BDSA)

Business Doctoral Students Association serves as a forum for all FIU Business Ph.D. students to engage with each other, organize events and collaborate with faculty, and form a social community. Membership is free and automatic for all current FIU business Ph.D. students.

BDSA holds several events each academic year, including research symposia, conferences and luncheons, and other social activities that promote networking and camaraderie.

Doctoral Student Vacation Policy

All Ph.D. students are expected to be working on coursework and research throughout the year and their departmental obligation as teaching and research assistants. We recognize that many of our students are international, and visiting their families often takes some advanced planning.

While no formal vacation policy exists for doctoral student vacation time, it is recommended that students consult with their DDPD as far in advance as possible to determine the best period for an extended time away. Provided the absence does not compromise any student's obligations, the DDPD will make all possible allowances to approve the request.

Program Leave of Absence

FIU Business and ODP recognize that many external forces can contribute to poor performance or an inability to manage the obligations of a doctoral student. If a Ph.D. student encounters such challenges, it is recommended to discuss them as soon as possible with the concentration DDPD.

A formal leave of absence, if deemed necessary, can be granted to a Ph.D. student to assist in facilitating a return to normalcy and capability to continue in the Ph.D. program successfully. All program leave of absence requests should be directed to the ODP for processing.

It must be understood that any leave of absence will impact any funding or stipends being paid to the student.

Monitoring Student Progress

All FIU Business Ph.D. students must complete the Annual Student Evaluation and Mentoring Plan each academic year. Students with an approved D5 on file and who will graduate by the end of the spring term are exempt from filing the form. All other Ph.D. students must file the form by the deadline. Failure to do so results in a hold placed on your enrollment, and your program cannot continue until the annual evaluation has been completed and the hold lifted.

The deadline for completing the annual evaluation is April 30th of each year. The FIU Business ODP must conduct additional processing before forwarding the evaluations to UGS, and the entire process must be completed with UGS no later than May 30th of each year. As such, all Ph.D. students must adhere to the April 30th deadline to avoid any problems with program continuation.

Access to your annual evaluation form can be found at my.fiu.edu under your Student Environment in the Tasks tile.

Detailed information and instructions for the annual evaluation can be found at <https://gradschool.fiu.edu/students/doctoral-annual-student-evaluation/>

Besides the formal annual evaluation, all Ph.D. faculty and DDPDs are expected to continuously monitor and discuss their student's development throughout the academic year to ensure sufficient progress. The Ph.D. program is an investment toward enhancing FIU Business' overall reputation, and all involved parties must ensure that our Ph.D. students maintain excellence throughout the program.

Ph.D. Program of Study

The Program of Study is designed to develop core competencies considering an individual student's interests and goals.

To support their research program, all Ph.D. students must obtain strong theoretical knowledge in their core discipline. Equally, they must acquire appropriate methodological skills to undertake their intended research program effectively. Therefore, all Ph.D. students should have a proper blend of theoretical and methodological foundations, as required by their area of concentration.

Developing the Program of Study

Each Ph.D. student will develop a Program of Study in conjunction with their respective DDPD upon entrance into the program. Development of the program of study is generally an iterative process that provides a student with reasonable certainty regarding the necessary milestones in pursuit of the degree while at the same time allowing flexibility for adjustment to the dynamic nature of doctoral-level study. Each discipline controls and coordinates its respective program curriculum

and, with certain exceptions, is generally pre-ordained in a lock-step fashion. Accordingly, the student and the DDPD will meet regularly to discuss and implement adjustments in the proposed coursework. When a student has formally declared a Dissertation Committee, the student's progress within the Program of Study is generally reassigned to the dissertation committee Chair.

Core Curricular Requirements

The FIU Business ODP offers guidelines on helping Ph.D. students achieve a minimum of theoretical and methodological courses to ensure appropriate foundations for a doctoral study. In consultation with the student's DDPD, each Ph.D. student should follow a curriculum plan consistent with the discipline's needs and the student's research interests. Ph.D. students must complete the basic coursework specified in their chosen concentration. Concentration DDPDs are encouraged to work with the FIU Business ODP Director to devise a discipline-specific course selection.

Grade Requirements

All Ph.D. students must maintain at least a grade point average of 3.0 or higher and not receive more than two grades of C+ or worse or more than one grade of F. Failure to maintain the grade requirements can result in remedial action, academic probation, or program dismissal.

Basic Coursework Requirements

The coursework necessary to satisfy the core "tool area" and fundamental requirements of the program includes six discipline-specific doctoral level courses. These six courses are tailored for each area of concentration.

The program will be tailored to meet the needs of the student's area of specialization. For example, the statistics requirement may be a sequence of coursework in econometrics or psychometrics. Quantitative methods might include deterministic or stochastic methods, simulation, or causal modeling with structural equations. Selection of this portion of the student's program will be coordinated between the student's DDPD and the Department Chair of the student's area of concentration.

Tool area requirements will typically comprise the first and second years of coursework and any necessary prerequisites to enable the student to undertake doctoral-level coursework.

Concentration Area Coursework

Concentration area coursework includes course offerings within the focused discipline. In tailoring the program to interests and goals, the student's departmental DDPD may design a program of study including both required and elective courses within the concentration area and other areas, departments, or colleges.

Departmental Service Requirements

As a function of the stipend paid to the Ph.D. student during their studies, an expectation of service to their respective department exists. Unless otherwise established by the DDPD, each student will be expected to render 20 hours per week of service to their department. The DDPD and the Department Chair will determine and coordinate such service assignments. They may consist of (but are not limited to) assignments as a research assistant to one or more faculty members, a teaching

assistant to one or more faculty members, or both.

These assignments intend to create a mentorship whereby the student becomes exposed to the department's faculty, research interests, teaching approaches, and overall socialization into the Academy and Professorate. Exact responsibilities for a given assignment will be coordinated between the student and their assigned supervisor. ***It is assumed that research assistant assignments will be material in nature and should result in a publication shown to be co-authored by the faculty member and the student.*** This expectation does not preclude the student from performing initial data extraction or literature review commonly associated with the very early stages of a research assistant assignment in a research project.

Teaching excellence and classroom experience are equally important parts of the program. All Ph.D. students will serve as teaching assistants for at least one academic term. At least one teaching assistant assignment should be focused on mentoring the student to teach a section of that course ultimately. This is best accomplished during the student's spring semester before their comprehensive examination.

At the beginning of their third year of study (assuming successful advancement to candidacy), all students on fellowship are required, as directed by the DDPD and the Department Chair, to teach one 3-credit course each semester until graduation, including summer, from the beginning of their third year (or following formal advancement to candidacy) until completion of their four-year program. Ten hours of required weekly service to the department will be allocated when teaching. No teaching assignments will be given to Ph.D. students prior to advancement to candidacy.

No teaching assignment is required of a Ph.D. candidate during their last semester before graduation. Such teaching requirements are set by the FIU Business Associate Dean for Research and Doctoral Studies and are subject to change.

All Ph.D. students receiving either tuition waiver, stipend, or both are prohibited from employment outside their respective department. Further, no additional compensation of any kind (payment for grant services, overload teaching, etc.) is allowed.

Ph.D. Qualifying Examination

A qualifying examination held between Years one and two of Ph.D. coursework may be required by any concentration and will be configured and administered by the DPDD for that concentration. Successful matriculation of the qualifying examination is required for clearance to second-year coursework and continuation in the program.

Retention in the Ph.D. program is contingent on students passing the qualifying examination and any additional concentration requirements for research progress. Failure to pass the qualifying examination may not constitute an outright dismissal from the program, but it is a significant cause for concern and must be effectively remediated in a timely manner.

Ph.D. students who do not pass the qualifying examination are automatically placed on probation (without financial repercussions to the student's stipend and tuition waiver). In each case, the student's DDPD in consultation with the concentration faculty should discuss the student's overall progress, review all other relevant information (e.g., class grades), and propose a recommendation

to the ODP Director to either dismiss the student or establish a rigorous set of remedial measures tailored to each student.

Students deemed to not have sufficient progress otherwise in their research and coursework may be terminated by the Ph.D. program without recourse, particularly if a warning letter was already issued about insufficient progress. The Associate Dean for Research and Doctoral Studies will make such determination upon recommendation by the appropriate DDPD and ODP Director.

Assuming sufficient progress is otherwise demonstrated by the student's evaluation and supported by the DDPD and department chair, a second exam may be scheduled at the discretion of the DDPD. Students who do not pass the qualifying examination the second time will be terminated from the doctoral program if a second attempt is granted.

Ph.D. Comprehensive Examination

A comprehensive examination will be required for all Ph.D. students. The comprehensive examination may consist of both written and oral sections and will test the student's competence and mastery of his or her field of specialization. A passing score will be necessary for advancement to candidacy and to focus on dissertation research.

Ph.D. students must take the comprehensive examination within six months of completing their coursework.

To be eligible to sit for the comprehensive examination, students must meet the following criteria:

- All course work must have been completed by the end of the semester before the semester in which the exam is administered, or the student's DDPD must certify that the student can meet all required course work for the degree by the end of the semester in which the comprehensive examination is administered.
- The student must have completed the residency requirement or be enrolled for the course work, which will constitute such completion at the time of examination.
- Incomplete Grades must be removed from the student's transcript before taking the exam.
- The student must be in good academic standing in the University.
- The DDPD must certify that the student has completed all required coursework for the degree.

The content, nature, and administration of the comprehensive examination for a given discipline is the responsibility of the DPDD and the departmental faculty in conjunction with any requirements or guidelines established by FIU Business. Each concentration must provide adequate notice to their respective Ph.D. students regarding the exact format of the examination. Further, each concentration is expected to maintain a uniform set of guidelines for the examination and maintain that same format for all Ph.D. students in a given academic year.

Exact criteria for grading and, if necessary, scheduling a retake of the examination will also be handled at the departmental level and coordinated by the DDPD. Under no circumstances, however, will more than two comprehensive examination opportunities be afforded to any student. Failure to successfully pass a re-take of the comprehensive examination will result in the student being

released from the doctoral program with no recourse or degree awarded beyond their completed coursework appearing on their permanent transcript.

If a Ph.D. student fails the first administration of the examination, a re-take of the examination will be scheduled within six months from failure notification. The DDPD will issue a letter to the student, with a copy to ODP, detailing the details contributing to the failure and identifying specific problem areas and weaknesses and prescriptions for improvement. Further, a failure of the examination will require a complete retake of a second examination administration. No partial retakes of the comprehensive examination will be approved.

All comprehensive examination results must be determined and reported to the student no later than 15 days following the completion of the exam. This includes both written and oral examination results. Once a final determination has been made, the results must be reported to the Office of Doctoral Programs and the University Graduate School.

Comprehensive examinations must be completed within three years from admission to the program. Any exceptions to this policy must be recommended by the DDPD of the degree concentration area and approved by the Director of the FIU Business Office of Doctoral Programs.

Examination Guidelines

The comprehensive examination is intended to be a screening mechanism for Ph.D. candidates. Passing both written and/or oral exam sections is necessary for the Ph.D. student to advance to candidacy. The exam should be sufficiently rigorous to discriminate among those students who need additional study, those who should be terminated from the program, and those who have achieved a sufficient level of knowledge and scholarly ability to advance to candidacy and dissertation research. Standards of excellence are very high, and accordingly, such performance is demanded of all candidates. The final content and form of the comprehensive examination will be determined by the DPDD and departmental faculty using the guidelines outlined in this section.

It is important to note that while the content and form of the examination is left to the discretion of the departmental program faculty, the exam must satisfy two criteria:

- ***it must be comprehensive***
- ***it must be an examination***

The satisfaction of these two criteria must be readily apparent.

Examination questions, in general, are intended to test the potential candidate's conceptual knowledge base and their ability to utilize this knowledge to:

- analytically differentiate among distinct dimensions of a problem or issue
- integrate propositions or arguments into a logical framework
- communicate effectively in a scholarly manner

Such examination questions involve the identification of the fundamental research objectives, research questions, hypotheses, research methodology, and underlying propositions or limiting

assumptions. The student is also expected to take a given problem and demonstrate how to conduct research on it. Moreover, candidates are expected to integrate knowledge from supporting disciplines into their discussions where appropriate.

Every candidate should, at minimum, be familiar with the classic literature of their discipline and must keep current with contemporary research of the discipline. Therefore, a candidate should be prepared to handle conceptual questions related to the classical literature and recently published research in major journals.

In keeping with the philosophy of program tailoring, part of the examination will cover areas expected of all candidates for the degree, and part will be specifically tailored to the student's program of study. As part of the examination, the student may be expected to demonstrate the ability to critique an unpublished manuscript or article in their area of professed expertise.

Although candidates are expected to be knowledgeable about authoritative pronouncements and have skills to solve related problems, these will not be tested on the comprehensive examination. Assessment of these requirements will be satisfied by other means as determined by the student's degree concentration department.

After completing the comprehensive examination, the student will be advanced to Ph.D. Candidacy.

[Advancement to Candidacy and Dissertation](#)

The dissertation is the culmination of the Ph.D. student's program of study. It is intended to be an original theoretical or empirical contribution to the candidate's field of study. It is viewed as a rite of passage where Ph.D. students must clearly demonstrate their acquired skills and competencies necessary to produce high quality research. Further, it is expected that the structure and content of the dissertation will lead to one or more publications to targeted journals within the candidate's discipline of study. A minimum of 18 hours of dissertation credits must be taken during this sequence, and the completed dissertation must be successfully defended.

[Dissertation Candidate Responsibilities](#)

The Ph.D. candidate is expected to actively follow the dissertation process from the onset of the dissertation coursework phase of the program. Candidates are responsible for choosing a topic, submitting proofread drafts of materials to the Chair, preparing adequately for meetings, thoroughly reviewing all dissertation policies and procedures, and communicating regularly with the Chair via email, phone, or other communication modalities. The candidate is expected to maintain a respectful and professional attitude always.

Candidates are expected to maintain contact with their dissertation Chair throughout the dissertation process to ensure that the research and writing adhere to the agreed-upon plan and timeline. As the project is the candidate's responsibility, s/he must frequently keep the Chair informed of progress such that the required progress reports (DBA only) can be completed by the Chair and submitted on time to the FIU Business ODP. The candidate should contact the Chair in the event of any significant changes in their personal or professional life which may interfere with program completion and agreed-upon deadlines.

The Dissertation Committee

The purpose of the candidate's dissertation committee is to guide the development of the dissertation and prepare the student for graduation and gainful entrance to the professorate or a high-level professional endeavor.

The dissertation committee functions to:

- advise the candidate in all academic and research matters
- formulate a program of study
- approve the dissertation proposal
- review program progress on the dissertation research
- administer the defense of the dissertation
- render final approval of the dissertation

The Dissertation Chair and the formation of the Dissertation Committee are important decisions and should be given careful consideration. Ph.D. students should consult with their DDPD to ensure that the faculty members they consider to serve on or chair their committee are qualified to serve on dissertation committees. Moreover, students must keep in mind that, when selecting a committee, the reputation of the student's dissertation committee and particularly the dissertation Chair will determine in considerable measure the types of job opportunities that will be available after graduation. Thus, Ph.D. students are encouraged to discuss the formation of their dissertation committee with their DDPD and their proposed Chair to assure the best possible outcome for the student.

The dissertation committee consists of an FIU Business faculty member, holding Dissertation Advisor Status (DAS) with UGS, serving as the dissertation committee Chair (Chair), and three or more additional faculty members – the exclusive selection of which discretion and responsibility of the candidate⁴. The Chair should have an apparent academic competence in the candidate's major field and should assist the candidate in determining appropriate faculty members to invite to join the committee.

The candidate is expected to formally invite each prospective faculty member to join the committee with the understanding that a faculty member may decline the invitation for any reason. Ultimately, the faculty members comprising the dissertation committee should be selected by the candidate such that relevant emphases of the dissertation are fully represented. All members of the committee must be admitted as members of the Graduate Faculty:

<http://gradschool.fiu.edu/faculty-staff-grad-das-faculty.shtml>

Two committee members must be from within the candidate's department, and one member of the dissertation committee must be from outside the candidate's department. This designated "outside member" may be from another department within FIU Business or another college within FIU.

The FIU Business ODP and UGS must approve any additional committee members who are not faculty members at FIU. The dissertation chair must submit a curriculum vita for the non-FIU

⁴ DBA candidates will be assigned to a Chair and committee members by the Director of the Office of Doctoral Programs.
FIU Business Office of Doctoral Programs

member and a memo describing the non-FIU member's role on the dissertation committee. A signed copy of the non-FIU commitment form from the University Graduate School is also required with the memo and CV. Upon ODP approval, the curriculum vita should be attached to Form D-1 (formation of a dissertation committee). ***External committee members, whether they are FIU faculty or not, cannot Chair a dissertation committee. External committee members cannot be related, by blood or marriage, to either the student or faculty in the disciplinary concentration.***

If additional committee members do not have FIU Graduate Faculty status, these individuals must understand the time commitment required to read the doctoral student's proposal, participate in annual progress meetings, and attend the dissertation defense. Non-FIU Graduate Faculty committee members must submit a CV and complete the Commitment Form for Non-FIU Committee Members. These documents must be submitted with a D-1 form. The UGS must approve Non-FIU Graduate Faculty.

Dissertation Committee Roles and Responsibilities

Dissertation Chair Responsibilities

The dissertation chair for all Ph.D. committees is responsible for guiding the candidate to produce doctoral level, theoretical research scholarship in their proposed topic area. The dissertation chair for Ph.D. committees is invited by the Ph.D. candidate and approved by the ODP and UGS per the previous section.

The Dissertation Chair's responsibilities include:

- Being familiar with current FIU UGS dissertation policies and procedures.
- Advising the candidate through the final defense of the dissertation.
- Guiding the candidate to set a realistic timeline for completion of the dissertation.
- Ensuring the candidate will complete all dissertation requirements and graduate by the expected program length.
- Responsibly assigning the candidate a grade for dissertation credit each semester based on performance and adherence to learning objectives and assigned responsibilities.
- Guiding the candidate toward achieving a high technical and ethical quality in the dissertation research.
- Guiding the candidate in selecting methods/procedures for data collection and analysis.
- Assisting the candidate in the dissertation proposal defense process.
- Assisting the candidate in navigating the IRB approval process.
- Assisting the candidate in data collection and analysis.
- Preparing the candidate for the defense process.

Dissertation Committee Member Responsibilities

Committee member's responsibilities include:

- In cooperation with the dissertation Chair, advising (as necessary) the candidate through the final defense of the dissertation.
- Provide subject matter expertise as requested by the Chair.
- Reading drafts and providing meaningful feedback at each defense stage of the dissertation process.

- Guiding the candidate in selecting methods/procedures for data collection and analysis.
- Assisting the candidate in data collection and analysis as requested by the Chair.
- Corresponding with the Chair and candidate for clarification/resolution of methodological issues during the dissertation process.

All members of the candidate's committee share responsibility in ensuring that the candidate produces high-quality scholarship. Committee members are responsible for reading manuscripts within an agreed-upon time frame as requested by the dissertation Chair, suggesting substantive editorial changes, and providing the rationale for their support and critiques. Committee members who perceive major flaws that are likely to result in a candidate's unsuccessful defense should immediately discuss these concerns with the dissertation committee chair.

Academic Honor Policy

FIU fosters the intellectual exchange of ideas, knowledge, and experience as an academic community. It is the responsibility of the University to provide a safe and stimulating environment in which scholarship and personal growth may occur. The desired effect is that students will take advantage of this environment to develop intellectually and participate as responsible, contributing citizens of our community. Being a contributing student also comes with a responsibility to adhere to the Student Conduct and Honor Code (Code). The ultimate responsibility for knowing University requirements and regulations rests with the student, regardless of institutional or program affiliation. Nothing in this Regulation should be interpreted to abridge the right of any member of the University community of rights granted under the United States or Florida Constitution or any other applicable law including, but not limited to, the freedom of expression protected by the First Amendment. Those charged with and found responsible for violations of the Code will be subject to appropriate action as outlined. Please refer to the Office of Student Conduct & Conflict Resolution (SCCR) website at <https://conduct.fiu.edu> and https://acs.fiu.edu/initiatives/success-courses/student_conduct_and_honor_code.pdf.

FIU Business Ph.D. students are expected to adhere to the highest standards of integrity in every aspect of their lives. Honesty in academic matters is part of this obligation. Academic integrity is the adherence to those particular values regarding life and work in an academic community. Code violations may lead to suspension or expulsion from the University if a determination of responsibility has been made. These sanctions will be determined based on the severity of the incident and prior violations of the Code. The safety and well-being of our community is the University's foremost concern. FIU has zero-tolerance for acts that compromise the safety and well-being of the university community members. It is the policy of the University that acts of harassment and violence will not be tolerated. Any act of intimidation, the threat of violence, or act of violence committed against other members of the University when committed within the Code's jurisdiction is prohibited. Any Student or Student Organization found responsible for violating this standard will be subject to discipline, including expulsion pursuant to the Code.

Academic integrity is an essential characteristic for successful research and teaching careers. It is founded on honesty, the reliability of data and research methodology, and confidentiality. All doctoral students should adhere to this characteristic in learning, teaching, and research. They should not knowingly misrepresent data or their origin. Names of co-authors and collaborators represent their actual contribution and are not added or deleted without their permission. Doctoral students

should be true to reporting results, not act in gross negligence in collecting and analyzing data, and not selectively report or omit data for deceptive purposes.

All Ph.D. students must adhere to the FIU Institutional Review Board (IRB) policies protecting human or animal subjects. Students should refer to FIU's IRB policies when conducting human-related experiments or survey research. Furthermore, Ph.D. students should not take or release the ideas or data of others that were shared with the legitimate expectation of confidentiality.

IRB Training Requirements

Federal Regulations require that key personnel in studies involving human subjects undergo training to improve research subject safety. Key personnel are all individuals responsible for the design and conduct of the study. This includes the PI, Co-PI's, Supervisors, and other personnel who will be interacting with the human subject or handling data (even if they do not interact with the human subjects). All dissertation Chairs and dissertation candidates are required to complete all required IRB training and obtain IRB approval for any human subject's data collection effort before dissertation proposal defense.

Current IRB requirements can be found at: <https://research.fiu.edu/irb/>

As of January 2, 2013, FIU will only accept human subject training through the Collaborative IRB Training Initiative (CITI). This new requirement applies to all new IRB protocol submissions and adds project personnel onto an existing IRB-approved protocol. Investigators with active IRB protocols will need to ensure that all project personnel have satisfied this new IRB training requirement when submitting for their next IRB continuing review.

Required CITI IRB Online Training for All Researchers (Initial Training). To complete the necessary training and for more information, go to the FIU Research website at <http://www.citiprogram.org>

Dissertation Committee Appointment (Form D-1)

No later than 60 days following the successful completion of the comprehensive examination, form D-1 should be completed by the candidate and submitted to the FIU Business Office of Doctoral Programs immediately upon formation of a dissertation committee. All D-forms require the ODP Director's signatures, the Associate Dean for Research and Doctoral Studies, and ample time should be allotted to collect these signatures. It is highly recommended that the candidate begins inviting faculty to serve as Chair or as a member of his or her committee in the semester prior to the first administration of the comprehensive examination to avoid delays in the filing of form D-1. Regardless of the situation, form D-1 must be filed no later than four semesters before the anticipated graduation term.

The composition of a dissertation committee may need to be changed during a candidate's program of study. If this should become necessary, the candidate must submit the D-1r form to the FIU Business ODP following discussion and approval from the candidate's dissertation chair. Should the candidate request changing of the dissertation chair, the candidate should submit a written request to both DDPD and the Director for the FIU Business ODP.

The committee appointments are approved by FIU Business on the recommendation of the DDPD and with the approval of the Director for the ODP.

If a committee vacancy should occur or if, for legitimate reasons, the candidate wishes to change the composition of the dissertation committee, they should first discuss the changes with the dissertation committee Chair. If the Chair agrees, the changes are forwarded to the DPDD, then to the Director for the FIU Business ODP.

Advancement to Candidacy (Form D-2)

Form D-2 must be submitted to the Graduate School no later than five business days before the first day of classes and must be on file and approved by the Graduate School by the first day of classes in the term in which the candidate advances to doctoral candidacy. Candidates will not be allowed to register for dissertation credits without an approved form D-2 on file at the University Graduate School.

A graduate student is not a candidate for the Ph.D. degree until granted formal admission to candidacy by completing Form D-2 (Program for Doctoral Degree and Application for Candidacy). This form requires signatures from the candidate's dissertation committee chair, the Director for ODP, and the Dean of the University Graduate School. Approval is based on:

- Completion of coursework specified in the Program of Study
- Successful completion of the Comprehensive Examination
- Completion of the Quantitative Skills Requirement (if required by the departmental degree of concentration).

Dissertation Proposal (Form D-3)

A dissertation is required of all candidates for the Ph.D. degree. It must conform to the format outlined in the Regulations for Thesis and Dissertation Preparation Manual available to students online from the Graduate School:

<http://gradschool.fiu.edu/documents/Graduate Packet For Dissertations.pdf>

The primary objective of the dissertation proposal and proposal defense is to ensure that the candidate is ready to proceed with a theoretical or empirical research-oriented dissertation. Careful thought must be given to specific details and complete plans of the research task, design, and methodology.

Form D-3 should be submitted to the Director for ODP when the dissertation proposal has been developed and approved by the candidate's dissertation committee. **Form D-3 should typically be submitted within a semester following the submission of form D-2 but no later than three semesters before the anticipated graduation date. Summer term is counted as a semester.**

It is expected that a Ph.D. student who is progressing satisfactorily should be able to defend their dissertation proposal and file form D-3 no later than nine months following advancement to candidacy but in no case less than three semesters before the anticipated graduation date as stated above.

If the candidate's research involves human subjects, the research (including all protocols and instruments) must be approved by the Institutional Review Board (IRB). IRB approval is the candidate's responsibility, and failure to obtain approval prior to the conduct of the research or collection of data is grounds for charges of academic misconduct. See <http://research.fiu.edu/irb/> for the details and requirements associated with the approval process.

Each candidate must present and defend their proposal before the dissertation committee (the proposal defense). Final authority for approval or disapproval of the proposal will rest with the committee members, and unanimous consent must be obtained. Once the dissertation proposal is approved, the candidate may proceed to complete the dissertation under the coordination and guidance of the committee chair.

Following the dissertation proposal defense, the dissertation chair and the committee members shall either:

- Accept the proposal as presented and make specific requests to the doctoral student for the completed dissertation.
- Accept the proposal, subject to modifications to be incorporated into the final dissertation, clearly noted at the time of defense and agreed upon by the dissertation committee.
- Reject the proposal. In this case, a new dissertation proposal must be developed, and a new dissertation defense should be scheduled.

It is at the discretion of the dissertation committee to reject a dissertation proposal. Failure to successfully defend the proposal within a reasonable period from the date of passing the preliminary examination constitutes a lack of satisfactory academic progress. It could be a basis for termination from the Ph.D. program.

The dissertation committee chair is required to jointly provide the doctoral student with a written statement that identifies the necessary modifications that must be made for the dissertation to be considered acceptable.

The accepted dissertation proposal and the required modifications communicated to the doctoral student by the dissertation committee specify what is expected for the student's dissertation. A copy of this statement and the accepted dissertation proposal (which may include the necessary modifications) must be filed with the FIU Business ODP Director within thirty days following the date of the defense. Students should remain in close consultation with their chair and committee members to ensure that the required modifications meet their requirements requests. In general, formal approval of the proposal by the student's dissertation committee is, in essence, a mutual commitment of both the committee and the student to proceed with the theoretical development and research methodology as proposed, without significant alteration.

Once advanced to candidacy, candidates must be continuously enrolled in at least three credits each term, including summer term, until they graduate.

Time to Complete Ph.D. Degree

The statute of limitations for completion of the Ph.D. degree is nine calendar years from the date of initial admission into the program although it is expected that the candidate will complete all

requirements for the degree within the allotted four-year period for the program. It is understood that the candidate is expected to maintain a positive relationship with their dissertation chair and committee members regardless of any delays in the completion of the doctoral degree program. Failure to do so could result in the faculty becoming unavailable or unwilling to participate in the candidate's dissertation activities. Further, a minimum of three dissertation credits must be enrolled until the dissertation defense is completed or the statute of limitations for the Ph.D. degree is exceeded.

Required Contact with Dissertation Committee

The FIU Business Ph.D. program requires each Ph.D. candidate to meet annually with their dissertation committee after Form D-1 has been filed. The DDPD must submit a completed Annual Student Evaluation and Mentoring Plan form to the Director for ODP following the annual meeting of the dissertation committee. The dissertation Chair must complete the Performance Summary and Future Goals sections with input from the committee members. If a committee member cannot attend physically, they may participate via video or telephone conference and can then send an email to the dissertation Chair authorizing him/her to sign the form. Failure to actively conduct these required annual meetings and submit the necessary form can result in the candidate being terminated without recourse from the FIU Business Ph.D. program.

UGS Summary Dissertation Proposal

The FIU UGS requires filing a 5-page summary dissertation proposal to be prepared and filed with the D3 form. This summary document is also required to be attached to all IRB applications. It is the responsibility of the student and dissertation chair to ensure this summary is an accurate representation of the larger dissertation proposal document and is congruent with any representations made as a result of an IRB application. Failure to maintain the integrity of this summary proposal will result in a delay in IRB approval and can result in delays related to UGS approval for graduation.

Specific guidelines for the format and content of the summary proposal can be found at https://gradschool.fiu.edu/documents/Proposal_Guidelines.pdf

The Dissertation Defense (Form D-5 and ETD)

After all committee members' preliminary approval of the dissertation and completion of all other prescribed work for the doctoral degree, the candidate will give a public presentation. The dissertation committee will also provide the candidate with a final oral examination. The examination will be based primarily on the dissertation research and related topics. The dissertation defense is a university requirement and must be scheduled and held to comply with university deadlines. The University Graduate School publishes their deadlines for the last date of submission of Form D-5 on their website:

<http://gradschool.fiu.edu/electronic-thesis-dissertation-deadlines.shtml>

A copy of the near-final draft of the dissertation, a copy of the defense seminar announcement, and a completed form D-5 must be filed with the Director for ODP **four weeks** before the defense date as the University Graduate School deadline is **three weeks** before the defense. Thus, *the student who does not comply with these deadlines will be forced to reschedule the defense on a new date, which may require enrolling in another term and a delay in graduation plans.*

Upon successful defense of the dissertation by the candidate, committee members may provide suggested changes in the content of the final document. Should a candidate fail the dissertation defense, a second defense may be allowed, on the recommendation of the dissertation committee. If re-examination is necessary, the examination must be held within one year from the first examination date. The dissertation chair is expected to ensure that the dissertation is ready for defense before scheduling the formal defense.

When all required changes to the dissertation document have been completed to the satisfaction of the candidate's committee, one paper copy of the final version of the dissertation must be submitted to the Director for ODP with the accompanying Electronic Thesis and Dissertation (ETD) form. The ETD form includes a review and acceptance section with signatures of the candidate, dissertation Chair(s), committee members, DDPD or Department Chair, Director for ODP, Dean of College or School, and Dean of University Graduate School. The FIU Business ODP will copy the form and submit the dissertation to the Graduate School. Final ETD approval will not be processed without evidence of current enrollment.

Per UGS policy, all Ph.D. dissertation defenses require, at minimum, the Chair and the Ph.D. candidate be physically present on campus. While it is encouraged for all relevant parties to be physically present for the defense, committee members may attend remotely.

Requirements as to format and submission of the final dissertation document and associated ETD can be found at <https://gradschool.fiu.edu/thesis-dissertation/>

The Ph.D. degree is awarded following the successful defense of the completed dissertation and all graduation requirements.

Petitions

The UGS sets strict deadlines for each D-form, and any change in the deadline will result in a lengthy approval process. In addition, the Director for ODP and Associate Dean for Research and Doctoral Studies must approve this petition once a candidate uploads a statement with their justification for submitting the form late. Once submitted to UGS, the Dean reviews the petition and decides whether it is approved or denied. Students are encouraged to meet all the deadlines for D-forms as there is a penalty for missing any such deadline. If a petition is submitted for a late D-form, \$500 of travel funding may be deducted from the candidate's development account at the discretion of the Director for ODP.

Deadlines for Theses and Dissertations are posted on the University Graduate School website. Dates are always available for the next two academic years.

Graduation

The candidate's responsibility is to ascertain that all requirements have been met and that every deadline is observed. The interactive Program of Study form should be updated regularly. The form should be completed, signed, and submitted to the Director for ODP upon fulfillment of all requirements.

A candidate denied graduation must resolve any deficiencies needed for graduation and reapply for graduation.

A candidate must be registered for the term in which the degree is received. The degree will be awarded providing the following conditions have been met:

- 1) The required application for graduation has been properly submitted
- 2) Recommendation of the faculty of the FIU Business concentration area awarding the degree has been formally made
- 3) Certification by the Dean of the College of Business and Dean of Graduate Studies that all requirements of the degree being sought have been completed
- 4) A GPA meeting the candidate's departmental doctoral program requirements but no less than 3.0 (on a 4-point scale)
- 5) Residency requirements and time limits have been met
- 6) Satisfactory completion and defense of a doctoral dissertation
- 7) Receipt of the dissertation by FIU Library

If the degree is not awarded for any reason, the candidate must reapply for graduation in a subsequent semester. The Registrar shall notify the candidate and FIU Business if graduation is not approved for any reason.

Only those Ph.D. candidates who have completed all requirements for the degree may participate in the commencement ceremonies and receive the diploma.

Academic Grievance

FIU Business Ph.D. students who believe they have a basis for an academic grievance should make an appointment with the Associate Dean for Research and Doctoral Studies to discuss their concerns. All discussions will be held in the strictest confidence and reviewed without prejudice. Any FIU Ph.D. student uncomfortable discussing their concerns with the Associate Dean can contact the FIU Student Ombudsman via email at ombuds@fiu.edu. In most cases, the Associate Dean can serve as an advocate on behalf of the student to ensure a fair and equitable resolution can be found.

All Ph.D. students have the right to adjudicate academic grievances concerning academic matters within FIU Business fairly and expeditiously. This right, however, should not be abused. The formal presentation of an academic grievance is a serious action and should only be brought forth when the situation warrants doing so.

Academic grievances are defined as:

- Arbitrary and capricious awarding of grades
 - Some grading basis other than performance in the course
 - Resorting to unreasonable standards different from those that were applied to other students in that course
 - A substantial, unreasonable, and unannounced departure from the instructor's previously articulated standards

- Unprofessional conduct by a professor that affects adversely either the student's ability to satisfy academic expectations, whether in the classroom, a field setting, a laboratory, or other settings or the student's actual performance.
- Inappropriate or inadequate academic advising concerning requirements not published in official university documents
- Irregularities in the implementation of policies or procedures in grievance hearings at the college or school level

Program Termination and Academic Misconduct

Certain circumstances may lead to a Ph.D. student or candidate being dismissed from the FIU Business doctoral program. Those circumstances may include:

- 1) Falling out of GPA compliance two consecutive semesters
- 2) Student fails the qualifying examination
- 3) Student fails comprehensive exams twice
- 4) Failure to maintain continuous enrollment
 - a. Nine credit hours minimum for Fall and Spring
 - b. Six credit hours minimum during Summer
 - c. Three credit hours minimum once the student has advanced to candidacy
- 5) Failure to meet conditional admission requirements
- 6) Student no longer has, or cannot engage, a sponsoring major professor or dissertation chair
- 7) The student is not making satisfactory progress as reflected by unresolved unsatisfactory status on the Departmental Annual Review
- 8) Student Academic or Research Misconduct/Illegal, Fraudulent, or Unethical Behavior
- 9) Other serious issues as determined by the FIU Business Director for ODP or the degree concentration area

To remain in good academic standing, Ph.D. students must maintain a doctoral GPA as set by each department of concentration (with a minimum of 3.0). Failure to maintain good academic standing will result in placement on academic warning, probation, or dismissal. A Ph.D. student whose cumulative GPA falls below 3.0 will be placed on notice, indicating academic difficulty. On notification, a Ph.D. student whose cumulative doctoral GPA remains below 3.0 in the following semester will be dismissed. The student has ten working days to appeal the dismissal decision. A doctoral student will not be dismissed prior to attempting a minimum of 12 hours of coursework as a doctoral student.

Failure of a second attempt in the comprehensive exams will result in the student dismissal with no recourse. No appeal of dismissal under these circumstances will be considered.

After a Ph.D. student is advanced to candidacy, continuous registration for at least three dissertation credit hours each term (including the summer term) is required until the dissertation requirement is fulfilled. Any Ph.D. student who finds it necessary to be excused from registration must formally request a leave of absence from the graduate program.

Ph.D. students who do not meet the UG60 requirement of 3.0 may be admitted if the Associate Dean for Research and Doctoral Studies approves a petition to the exception of graduate requirements and UGS, but no conditions are attached to the admission. Under some circumstances, students are

admitted conditionally with unofficial documents, pending receipt of the final official documents. If the official records are not received by the middle of the first semester of attendance, the student will be dropped from the Program.

Faculty sponsors or dissertation Chairs may decide that they are incompatible with a Ph.D. candidate. If a faculty sponsor has decided that they are no longer willing to advise a student, they must immediately send a memo to the DDPD, copied to the student, stating they will no longer be the student's advisor. Candidates whose advisor has terminated their sponsorship have until the end of the semester to find an alternate sponsor before being dropped from the Program.

Poor performance evaluations by a major professor or assigned faculty mentor can result in dismissal from the FIU Business Ph.D. program.

Students and candidates are bound by the student and academic conduct codes as described in the FIU Student Handbook and the FIU Office of Student Conduct.

<https://studentaffairs.fiu.edu/get-support/student-conduct-and-academic-integrity/index.php>

University policies outline acts of student misconduct, which are expressly prohibited and violate University rules and regulations. These include such actions as disruptive conduct, threatening behavior toward faculty or fellow students, theft or unauthorized possession, vandalism, hazing, falsification of records, harassment, and assault. Once a student has been charged with a code violation, they have three options:

- 1) Administrative disposition, whereby the student may accept responsibility and a sanction is imposed by the judicial administrator.
- 2) A formal administrative hearing.
- 3) A formal hearing before the University Judicial Committee.

The format for the formal hearings, the appeals procedures, and possible disciplinary sanctions are all outlined in the Student Handbook and may include dismissal. Separate policies and procedures govern academic misconduct. Academic misconduct (i.e., academic dishonesty) includes but is not limited to cheating, plagiarism, falsification of academic records, bribery to gain an academic advantage, and misuse of computer services, including the unauthorized appropriation of another's program(s). Disciplinary penalties for academic misconduct range from counseling to expulsion from the University. Allegations of academic misconduct are handled through the Office of Student Conduct as outlined in the Student Handbook. Faculty are strongly encouraged to refer all such conduct to the Office of Student Conduct to ensure a fair investigation and adjudication on behalf of students and faculty.

It is important to note that any violation of acceptable student conduct or academic dishonesty must be reported to the Director for ODP and the Office of Student Conduct. FIU Business maintains a zero-tolerance policy in this regard.

Plagiarism

All FIU Business Ph.D. students are forbidden from plagiarizing or helping other students plagiarize. Plagiarism is the unacknowledged use of another person's words, ideas, facts, or work, as explained below.

Words

When using a phrase, a sentence, or longer passages that someone else wrote or spoke, doctoral students must surround the copied language with quotation marks and indicate the proper source and citation. Under no circumstances should a student resort to closely paraphrase someone else's written or spoken language and pass it off as their own. When in doubt, it is always recommended to provide the correct citation. Before submission, any questions should be referred to the DDPD or appropriate professor.

Ideas and Facts

When discussing an idea other than your original thoughts, it must be acknowledged by naming the source. Some facts are commonly known, undisputed information, and it may not be necessary to name such sources. However, their origin must be duly credited when using ideas or facts that are not widely known.

Work

In all course assignments, doctoral students are expected to conduct their original work and not submit work from another course without the specific agreement of the professor. The professor may allow doctoral students to cooperate with others, but all doctoral work should be independent and original unless expressly authorized.

Examinations

Unless specifically instructed otherwise, it is assumed that all examinations at the doctoral level are "closed book, closed notes, closed references, and an open mind."

All charges of academic misconduct involving FIU Business Ph.D. students, including plagiarism, must be reported by the DDPD to the Associate Dean for Research and Doctoral Studies as soon as possible following the determination of an infraction. Once a review of the charges is conducted, a decision will be made regarding corrective action or referral to the Office of Student Conduct and Academic Integrity (SCAI). If it is determined that a referral is appropriate, the DDPD will be responsible for its filing and follow-up.

Detail information regarding SCAI can be found at <https://dasa.fiu.edu/all-departments/student-conduct-and-academic-integrity/>

Program Re-admission

A period of at least one academic year must elapse after the date of dismissal before an application for admission will be accepted for consideration. In applications for re-admission to the same program or admission to another program, admission criteria shall include consideration of previous performance at the graduate level in addition to the standard admission requirements. A student who has been dismissed for failure to make sufficient progress toward degree completion or for non-compliance with the continuous enrollment policy may apply for re-admission at any time before their time limit for degree completion. Re-admission of all doctoral students will require approval by the Departmental Doctoral Program Director, the Director for ODP, and the Dean of the University Graduate School.

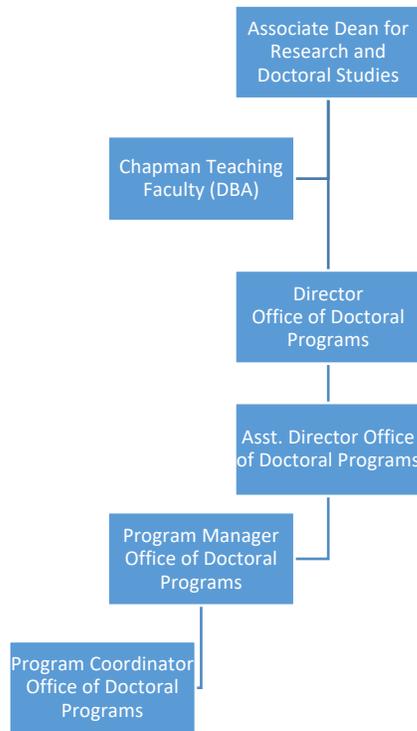
FIU Business Doctoral Program Operations

FIU Business Office of Doctoral Programs

The Office of Doctoral Programs (ODP) is responsible for all aspects of doctoral programs governance, administration, and delivery within the FIU College of Business and Chapman Graduate School.

The ODP Director (ODPD), appointed by and reporting to the Associate Dean for Research and Doctoral Studies, represents FIU Business in all transactions related to FIU Business doctoral programs within the College of Business and, when so directed by the Associate Dean, with the University Graduate School and the University as a whole. The ODP Director serves as the permanent Chair for the Doctoral Programs’ Director’s Committee (DPDC) and is the direct supervisor for all employees assigned to the office and represents the Associate Dean for Research and Doctoral Studies regarding supervision and oversight of adjunct and visiting faculty assigned to the FIU Business DBA program.

Office of Doctoral Programs Structure



Associate Dean for Research and Doctoral Studies

The Associate Dean for Research and Doctoral Studies (ADR) is responsible for providing leadership, management, and support for all doctoral program activities, oversight of the Office of Doctoral Programs, and all internally and externally funded research initiatives within FIU Business. This is a 12-month faculty, compensated position and reports directly to the Dean of the FIU College of Business.

The responsibilities of the ADR include:

- Enact strategies and programs to enhance the funded and unfunded research climate and opportunities within FIU Business for faculty, staff, and students.
- Manage implementation of all FIU Business grant and contract-sponsored research programs.
- Manage the development of a research cluster focused on innovation in business administration research.
- Review and approve (as appropriate) FIU Business research-related faculty and staff grant and contract proposals.
- Manage relationships and serve as liaison with the FIU University Graduate School and the Office of the Vice-President for Research on behalf of the FIU Business Office of the Dean, faculty, and staff.
- Serve as a resource and facilitator for FIU Business faculty and staff preparing for or actively writing research grants, having operational questions concerning funded grants, or encountering problems or difficulties with grant-related activities.
- Evaluate grant and contract progression and indirect benefits to FIU Business. Provide periodic grant reporting to the Office of the Dean.
- Work with the FIU Business Director of Finance and Human Resources to prepare the annual College research awards request and to allocate such funds as are allotted.
- Oversee regular assessment of the quality of the doctoral programs using quantitative metrics and descriptive narrative for all required University accreditation reports.
- Evaluate and recommend changes to the doctoral program curriculum and degree requirements.
- Coordinate and supervise all activities related to the Chapman Center for Engaged Management and Evidence-Based Solutions.
- Manage and supervise all personnel assigned within the College to the Office for the Associate Dean for Research and Doctoral Studies or the Office of Doctoral Programs.
- Serve as direct supervisor for all Chapman teaching faculty assigned to the FIU Business DBA program.
- Manage implementation and oversight of professional development, mentoring, and job coaching for faculty and staff related to research activities within FIU Business.
- Advise and consult regarding the personnel needs of the College when specifically requested by the Office of the Dean:
 - Faculty (tenure/tenure-track and adjunct)
 - Supportive Professional Staff
- Review and resolve personnel issues related to research activities within FIU Business, in conjunction with Human Resources and other agencies, both on and off-campus.
- Communicate with the University Provost Office on research-related personnel matters when so instructed or authorized by the Office of the Dean.
- Review and approve research-related professional development requests (i.e., travel requests).
- Review research-related diversity, equity, and inclusion issues and initiatives collaboratively with the FIU Business Office of the Dean and others within the College to develop responses and initiatives to enhance climate and morale.
- Review and approve all College recommendations for doctoral student admission/rejection.
- Oversee nomination of doctoral students for FIU Business and University Graduate School fellowships such as Presidential, DEA, and DYF.

- Serve as initial advisor and continuing advocate for all FIU Business doctoral students.
- Oversee all FIU Business doctoral student registration procedures and verify enrollments.
- Continuously monitor FIU Business doctoral students' progress towards the degree.
- Review and, if appropriate, endorse any individual exceptions requested to doctoral degree requirements or milestones.
- Approve and submit all documents related to successful completion of doctoral degree requirements.
- Forward to all doctoral students such announcements periodically sent from the Office of Doctoral Programs and University Graduate School.
- Approve course assignment of all teaching faculty for the Doctorate in Business Administration (DBA) program.
- Supervise and assign all faculty teaching assignments for faculty dedicated to the DBA program.
- Review and approve all FIU Business doctoral program requests for transfers of graduate credit, leaves of absence, or time extensions.
- Review and administer all probationary conditions for any FIU Business doctoral student in academic difficulty or violation of doctoral program requirements and expectations.
- Create new innovative faculty initiatives related to research and other delivery methods for courses, conferences, and symposia.
- Propose new research-related space utilization requirements and adhere to internal and external agencies' policies and procedures.
- Develop and lead research-focused innovative initiatives within the Chapman Graduate School and FIU Business.
- Work with department chairs, directors, and other leaders within the FIU Business and the University to identify research-related innovation opportunities and provide leadership to move from ideas to implementation.

Office of Doctoral Programs Director

The ODP Director is responsible for all management and oversight of all doctoral programs and operations within FIU Business. The ODP Director also serves as the DDPD for the FIU Business DBA program. This is a compensated position appointed by and reporting to the FIU Business Associate Dean for Research and Doctoral Studies.

The responsibilities of the ODP Director include:

- Supervise personnel assigned to FIU Business ODP.
- Regularly assess the quality of the FIU Business doctoral programs using quantitative metrics and descriptive narratives for all required University accreditation reports.
- Evaluate and recommend changes to the doctoral program curriculum and degree requirements to the Associate Dean for Research and Doctoral Studies.
- Coordinate and supervise all activities related to the Chapman Center for Engaged Management and Evidence-Based Solutions.
- Appoint and supervise FIU Business concentration DDPDs.
- Oversee all FIU Business doctoral student registration procedures and verify enrollments.
- Continuously monitor FIU Business doctoral students' progress towards the degree.

- Review and, if appropriate, endorse any individual exceptions requested to doctoral degree requirements or milestones.
- Approve and submit all documents related to completing doctoral degree requirements.
- Forward to all doctoral students such announcements periodically sent from the Office of Doctoral Programs and University Graduate School.
- Approve course assignment of all teaching faculty for the Doctorate in Business Administration (DBA) program.
- Supervise and assign all faculty teaching assignments for faculty dedicated to the DBA program.
- Review and approve all FIU Business doctoral program requests for transfers of graduate credit, leaves of absence, or time extensions.
- Review and administer all probationary conditions for any FIU Business doctoral student in academic difficulty or violation of doctoral program requirements and expectations.
- Data collection, calculation, and periodic dissemination of all concentration KPIs.

The ODP Director must hold a DAS designation with UGS and the rank of Associate Professor with tenure or above.

Office of Doctoral Programs Director's Committee (DPDC)

The DPDC consists of one faculty in the Departmental Doctoral Program Director (DDPD) role, representing each academic unit offering a Ph.D. within the FIU Business. Each representative is nominated by their respective department chair and is approved by the ODP Director.

This committee meets periodically with the ODP Director to discuss issues and plans for doctoral program development. The policy of FIU Business is that DPDC members and the Office of Doctoral Programs Director are classified by the University Graduate School members of the Graduate Faculty and hold a current DAS (Dissertation Advisor Status) designation. Further, each departmental director must be research active and must hold the rank of Associate Professor with tenure or Full Professor. Junior faculty should be groomed to serve in this capacity upon successful promotion.

The Committee meets as necessary at the direction of the ODP Director. It evaluates general academic progress, research direction, competency in basic tool area requirements, and classroom activities related to their respective disciplinary focus and the FIU Business at large. Their primary responsibility is the maintenance of academic standards for their programs, including recruitment, admission, programs of study, and policy enforcement. In addition, the DPDC is charged with providing input to the ODP Director on issues related to FIU Business Ph.D. programs.

ODP Program Manager

The Program Manager (PM) for ODP is responsible for all administrative operations for doctoral programs. The PM is a compensated position and reports directly to the ODP Director.

The responsibilities of the PM include:

- Direct supervision of all subordinates assigned to ODP.
- Processing of all FIU Business Ph.D. admissions.
- Set up of all FIU Business Ph.D. GA contracts.
- Management of all FIU Business Ph.D. developmental funds accounts and processing all development disbursement requisitions.
- Processing and filing of all FIU Business Ph.D. D-forms with UGS.
- Monitoring compliance of all FIU Business Ph.D. students with UGS required deadlines.
- Ensuring all required Declaration and Certification of Finances (DCF) documents are on file for international Ph.D. students; requesting processing of Ph.D. DCF documents with the Office of International Student and Scholar Services (ISSS).
- Processing FIU Business Ph.D. stipends and tuition waivers each semester; ensure continued compliance and qualification.
- Supervise all aspects of monthly DBA residency, including catering, cleaning, parking, and technical support.
- Processing of all petition requests for FIU Business Ph.D. students.
- Review of Ph.D. graduation certifications for completeness and compliance.
- Assist AD in preparation and submission of all doctoral program budgets annually.
- Submission of POI's (person of interest) request for Ph.D. students who are awarded DEA/ DYF fellowship
- Administrative support to the Associate Dean for Research and Doctoral Studies.
- Assist ODP Director in ODP daily operations and supervision of ODP employees.
- Oversee management of all FIU Business Ph.D. GA contracts.
- Oversee management of all FIU Business Ph.D. developmental funds accounts and processing all development disbursement requisitions.
- Processing FIU Business Ph.D. travel authorizations for approval; completing and filing all required expense reports.
- Manage processing and filing of all FIU Business Ph.D. D-forms with UGS.
- Monitoring compliance of all Homeland Security requirements for international Ph.D. students who advance to candidacy; submitting required documents as necessary.
- Issuance of all required documentation to Social Security for international Ph.D. students.
- Issuance of course enrollment permission numbers each semester to all FIU Business Ph.D. students.
- Management of all DBA course scheduling and instructor assignments each semester.
- Review of Ph.D. graduation certifications for completeness and compliance.
- Management and update for all FIU Business doctoral program websites.
- Preparation and submission of all doctoral program budgets annually.

ODP Program Coordinator

The Program Coordinator (PC) for ODP is responsible for all administrative operations for the FIU Business DBA program and general administrative operations as assigned by the ODP Program Manager. The PC is a compensated position and reports directly to the ODP Program Manager.

The responsibilities of the PM include:

- Processing of all FIU Business DBA admissions.
- Processing and filing of all FIU Business DBA D-forms with UGS.
- Monitoring compliance of all FIU Business DBA students with UGS required deadlines.
- Ensuring all required Declaration and Certification of Finances (DCF) documents are on file for international DBA students; requesting processing of DBA DCF documents with the Office of International Student and Scholar Services (ISSS).
- Monitoring compliance of all Homeland Security requirements for international DBA students who advance to candidacy; submitting required documents as necessary.
- Processing of course registration each semester for all DBA students
- Management of monthly DBA residency aspects, including catering, cleaning, parking, and technical support as directed by the ODP PM.
- Management of all DBA course scheduling and instructor assignments each semester.
- Processing of all petition requests for FIU Business DBA students.
- Review of DBA graduation certifications for completeness and compliance.

Departmental Doctoral Program Directors

Each concentration within the FIU Business Ph.D. program is represented by a designated Departmental Doctoral Program Director (DDPD). This is a compensated position that serves as a representative of their doctoral program with both students and faculty and a liaison between their department and the FIU ODP. All DDPDs report to the ODP Director.

The DDPD for each concentration is recommended to ODP by their department chair and is appointed by and reports to the ODP Director. This position is considered a position of trust and responsibility as the DDPD must administer their Ph.D. concentration, insure the academic integrity of their program, and serve as a mentor and representative for their Ph.D. students.

The responsibilities of the DDPD include:

- Supervise and coordinate the administration and governance of their department's Ph.D. program.
- Serve as a primary point of contact for all departmental Ph.D. students.
- Act as liaison between the departmental program and the FIU Business ODP.
- Act as liaison between departmental Ph.D. program faculty to inform them of related policies, best practices, and deadlines.
- Develop and maintain departmental Ph.D. program policies and procedures manual and file periodic updates with ODP.

- Enforce FIU Business, UGS, and University policies and procedures with concentration Ph.D. students.
- Administration of their concentration's recruitment and admission process.
- Facilitation of final Ph.D. applicant selection and recommendation of admission to ODP.
- Adherence to all concentration, FIU Business, and UGS degree requirements.
- Primary mentor and advisor to all concentration Ph.D. students not yet advanced to candidacy.
- Facilitation of periodic presentations of concentration Ph.D. research.
- Review and provide feedback for all concentration Ph.D. student conference submissions.
- Promoting and facilitating research collaboration between concentration Ph.D. students and faculty.
- Facilitating application to all external funding, including that provided by UGS.
- Facilitating scheduling of vacation and leave for all concentration Ph.D. students.
- Monitor and discuss their student's progress throughout the academic year to ensure sufficient progress.
- Manage the annual evaluation process and meeting of deadlines for all concentration Ph.D. students not yet advanced to candidacy.
- Development and management of each concentration Ph.D. student's Program of Study.
- Facilitate and assign all concentration Ph.D. students to appropriate teaching assistant and research assistant positions to satisfy the required 20 hours per week of departmental service.
- Scheduling and management of required concentration qualifying examinations.
- Scheduling and management of required concentration comprehensive examinations.
- Timely execution and filing all required notices and forms to FIU Business ODP.
- Management of all violations of academic integrity by a concentration Ph.D. student and timely communication of same to the Associate Dean for Research and Doctoral Studies.

The DDPD for a concentration must hold a DAS designation with UGS and the rank of Associate Professor with tenure or above. Any candidate for the position that does not meet these requirements must be approved by the ODP and the Associate Dean for Research and Doctoral Studies.