



## **By-Laws of the Doctor of Philosophy Board**

The Doctor of Philosophy Board is a standing committee of the Johns Hopkins University that reports to the Provost, and is responsible to the graduate faculty of schools granting the Doctor of Philosophy (Ph.D.) degree. It is composed of faculty from all schools granting the Ph.D. degree.

### **1) Duties and Responsibilities of the Doctor of Philosophy Board**

- a) The Doctor of Philosophy Board shall recommend to the President conferral of the Doctor of Philosophy degree on candidates approved by their respective schools, subject to completion of all University-wide requirements.
- b) The Doctor of Philosophy Board shall coordinate and set University-wide policies with respect to the Doctor of Philosophy degree.
- c) The Doctor of Philosophy Board shall offer final approval to new Ph.D. programs and to substantive changes in the existing Ph.D. programs, ensuring that University-wide Ph.D. degree requirements have been met. (Such programs and changes must first be approved by the schools.) It will also approve new Ph.D. programs in schools not currently granting the Ph.D.
- d) The Doctor of Philosophy Board shall advise the Provost about University-wide issues pertaining to the Ph.D. degree, such as library repositories and interactions with accreditation boards. It will provide information about these activities to the divisional graduate boards and coordinate policy with the divisional graduate boards.
- e) The Doctor of Philosophy Board shall provide approval and oversight functions for interdivisional Ph.D. programs across the University.
- f) The Doctor of Philosophy Board shall report to the Provost and to the Ph.D.- granting schools on the status of the Johns Hopkins University Ph.D. programs. It will track changing academic philosophies and emerging technologies that affect Ph.D. studies.
- g) The Doctor of Philosophy Board shall assure that administrative practices permit the effective reporting of data and outcomes necessary to monitor the health of Ph.D. programs, as well as data required by external agencies.
- h) The Doctor of Philosophy Board shall not have jurisdiction over professional doctorates or any academic doctorates other than the Doctor of Philosophy. The Doctor of Science, Doctor of Medicine, Doctor of Public Health, etc. will continue under the purview of their respective schools.

- i) There are three fundamental requirements for the Ph.D. at Johns Hopkins University (dissertation, residency, oral examination). They cannot be changed without the unanimous consent of the Board, the Provost and the schools granting the Ph.D. In particular,
  - I. No change in the fundamental dissertation requirement can be made without the unanimous consent of the schools and the Provost.
  - II. No change in the required two consecutive semesters of full-time study as a Ph.D. student can be made without the unanimous consent of the schools and the Provost.
  - III. No change in the required oral examination of five faculty examiners (with the chair and at least one other member from outside of the candidate's home department) can be made without the unanimous consent of the schools and the Provost.

## **2) Membership of the Johns Hopkins University Doctor of Philosophy Board**

- a) The Doctor of Philosophy Board shall be composed of distinguished faculty with sufficient breadth of disciplinary expertise to represent the broad spectrum of Ph.D. programs across the University. Eleven members will be chosen as follows:
  - i) Three (3) faculty members from the Krieger School of Arts and Sciences(KSAS): one each in Humanities, Social Sciences, and Natural Sciences;
  - ii) One (1) faculty member from the Whiting School of Engineering (WSE);
  - iii) One (1) faculty member from the Nitze School of Advanced International Studies (SAIS);
  - iv) One (1) faculty member from the School of Medicine (SOM);
  - v) Two (2) faculty members from the Bloomberg School of Public Health (BSPH);
  - vi) One (1) faculty member from the School of Nursing (SON);
  - vii) One (1) faculty member from the School of Education (SOE);
  - viii) One (1) voting chair from KSAS or WSE.
- (1) Faculty shall be appointed for three-year terms (renewable), staggered to provide continuity. The Chair will be appointed for a two-year term (renewable).
- (2) To be eligible for appointment, a faculty member must hold a regular, full-time appointment as a tenured or tenure-track professor or associate professor (or an equivalent position in schools that do not offer tenure). The Chair must be a tenured full professor, and cannot be a present administrative officer of the University.
- (3) Members shall be appointed by the Provost, upon advice from the schools. The schools will nominate their members according to their own procedures. For the Homewood schools, the recommendations shall come through a process determined by the

Homewood Academic Council.

- (4) The Chair shall be appointed by the Provost, subject to the advice and consent of the Homewood Academic Council.

Additional members shall be added when other schools offer Ph.D. programs. All changes to the composition of the Board require the unanimous consent of the Board, the Ph.D. granting schools and the Provost.

**3) Student Representatives to the Johns Hopkins University Doctor of Philosophy Board**

- a) Three non-voting doctoral students shall represent the interests of Ph.D. students across the University to the Doctor of Philosophy Board. Their affiliations shall be as follows:
  - i) One representative to rotate between the Krieger School of Arts and Sciences (KSAS) and the Whiting School of Engineering (WSE);
  - ii) One representative to rotate between the School of Medicine (SOM) and the Bloomberg School of Public Health (BSPH);
  - iii) One representative to rotate among the School of Nursing (SON), Nitze School of Advanced International Studies (SAIS), and the School of Education (SOE).
- b) Student representatives shall be appointed by the Provost for a one year term, upon advice from student representative bodies and school leadership.
- c) Student representatives shall agree upon and submit one agenda item for discussion at each Doctor of Philosophy Board meeting.

**4) Subcommittees and Reporting**

- a) The Doctor of Philosophy Board shall be empowered to establish subcommittees as it deems necessary. Other faculty members may serve on these subcommittees by appointment of the Chair.
- b) The Doctor of Philosophy Board shall send agendas of its meetings in advance to the Provost and the graduate deans, and to the graduate boards and academic councils of the relevant schools, any of whom may request that items be added.
- c) The Doctor of Philosophy Board shall submit its minutes to the Provost and graduate deans, and to the graduate boards and academic councils of the relevant schools, any of whom may request further discussion of important issues.
- d) The divisional graduate boards shall send minutes of their meetings to the Doctor of Philosophy Board, and in particular notify it of changes to school-specific requirements for the Ph.D., and seek its approval when they might affect compliance with the fundamental requirements of §1.

**5) Mechanisms for Examining Ph.D. Programs, Certifying Ph.D. Candidates and Creating University-Wide Policies**

- a) Each school granting the Ph.D. degree must have a mechanism to examine new Ph.D. programs or revisions to existing Ph.D. programs. After such examination, the results shall be submitted to the Doctor of Philosophy Board for final approval by majority vote of the Board. Approval of the first Ph.D. program in a school that has not previously offered the Ph.D. shall require a

two-thirds vote of the Board.

- b) Each school must have a mechanism to certify that each Ph.D. candidate has fulfilled all requirements for the degree. The Doctor of Philosophy Board shall review the dossiers of candidates for the Ph.D. degree to ensure that all University requirements have been met. The committee performing this task shall, at a minimum, include one member from each Ph.D.-granting school. Final approval will be by majority vote of the Board.
- c) All University-wide policies, except those affecting the fundamental requirements, shall require a two-thirds vote of the Board. Changes to the fundamental requirements will require the unanimous consent of the Board, the Ph.D. granting schools and the Provost

### **5) Exceptions**

Exceptions to University-wide requirements for individual students may be granted upon approval by a minimum of two-thirds of the Doctor of Philosophy Board. The fundamental requirements cannot be waived for any student, without the unanimous consent of the Board. All requests for exceptions must first be approved by the appropriate divisional board.

### **6) Revisions to By-Laws**

Changes to the by-laws affecting the fundamental requirements and the voting and membership structure shall require the unanimous consent of the Board, the Ph.D. granting schools and the Provost. Other changes to the by-laws shall require a two-thirds vote of the Doctor of Philosophy Board.

### **7) Support**

The Doctor of Philosophy Board will be supported by an administrator in the Office of the Provost and, when necessary, by additional help from the offices of the graduate deans.