

BIOPHYSICS DISSERTATION ADVISORY COMMITTEE (DAC)

Instructions for DAC Chair

The role of the DAC Chair includes the following:

BEFORE THE DAC MEETING:

- Read/review the student's DAC report in the week leading up to the DAC meeting. *Students are required to submit the DAC report to all DAC members no less than 1 week prior to the DAC meeting date.*
- Formulate suggestions and questions to bring to the DAC meeting to help guide the student's research direction. *All DAC members are expected to do this.*
- Review questions on the Biophysics "DAC Reporting Form" provided by the Biophysics Program Administrator and prepare to complete the form based on the DAC meeting discussion.

DURING THE DAC MEETING:

- At the start of the DAC meeting, have the student step out of the room so that the committee can speak to the dissertation advisor(s) to get a sense of the student's progress, any concerns, conflicts, or areas of focus that would be helpful for the DAC to consider and potentially discuss with the student. *For a DAC meeting on Zoom, receive Host role and place the student in the Waiting Room (click on "Participants", then the arrow to the right of the person's name to select "place in Waiting Room").*
- Bring the student back into the room and send the student's dissertation advisor out of the room. *For a DAC meeting on Zoom, re-admit the student, and place the advisor(s) in the Waiting Room.*
- With the dissertation advisor(s) out of the room, reciprocate and ask the student how they feel about their progress, their interactions with their advisor, any concerns, conflicts, or areas of focus for this DAC meeting. *(i.e., student's expected timeline to completion, help determining research directions and focus for following months, particularly in the case where there might be a difference of thought on this between student and advisor(s)). Also ask students if they feel prepared to embark on and are enjoying the PhD process.*
- DAC Chairs should let the student know that they (and other DAC members) are available to the student outside of scheduled DAC meetings to discuss any potential research or advising issues.
- Bring the advisor(s) back into the room.
- Address questions on conflicts of interest, use of AI, IDP, and career goals at the top of the 1st page of the DAC Reporting Form. *Information on student's completed coursework will be provided by the Program.*
- Student presents their progress, challenges, and future plans, as a discussion with the committee. *Faculty members should feel free to ask questions and offer suggestions throughout the presentation.*
- Before concluding the meeting, all attendees should agree on a timeframe for the next DAC meeting. *DAC meetings should take place within 6 months after the successful completion of the PQE, and at least annually (but can be more frequent) after the initial meeting until students enter their G5 year, at which point they should take place at least every 6 months leading up to the dissertation defense.*
- Address the remaining questions on the DAC Reporting Form. *These include questions on whether the student is on a plausible track toward completion, is being given permission to begin writing the dissertation, plans for publications, etc.*
- Ask students whether they have begun to make plans for after the PhD. **For G5+ students, the plans should progressively be more specific, such as applying for jobs on a timeline consistent with their graduation plan.** *Students being given permission to write and defend should be reminded to have a conversation with advisor about their planned defense date and the end of faculty advisor support.*

AFTER THE DAC MEETING:

- Complete the Biophysics DAC Reporting Form, providing a written summary of the student's overall research progress and DAC recommendations for future directions, and responses to questions on page 2 of the DAC Reporting Form and return to Biophysics Program Administrator. *This can also be emailed to faculty participants to allow each DAC member to add any additional comments. Note: The completed form will be shared with the student and the student's dissertation advisor(s).*
- **Please inform the Biophysics Program Co-Chairs in case of any concern about the student/advisor relationship.**