

## **Online Defense Procedures Department of Sociology**

It is the student's responsibility to find a date/time that works for all committee members. Faculty Assistants will be responsible for setting up the Zoom meeting at the decided date/time for the defense. Faculty Assistants should work with their faculty beforehand to be granted Scheduling Privileges in Zoom.

Jessica Matteson will email the Committee Chair's Faculty Assistant to ask them to set up a Zoom meeting and provide the email addresses of all committee members.

- The Meeting topic should read as: <Student Last Name>: <Type of Defense>, <Time>
  - Example: Van Unen: Prospectus Defense, 3/27/20, 3-5pm
- Set a password for the meeting. This will soon be a required function for all meetings using Harvard Zoom. The password will be embedded in the shared link so there is no need for invitees to enter the password.
- Select the Committee Chair in the "Schedule for" section if you have received scheduling privileges from your faculty.
- The Faculty Assistant will use Scheduling Privileges for the Committee Chair to set up a Zoom meeting with the Committee Chair as the host. Faculty Assistants should set themselves as an alternative host, along with:
  - Jessica Matteson
  - Jessica Gauchel
  - Michael Van Unen
- Send an email invite to the defending student, the Committee Chair, and all relevant committee members, as well as Jessica Matteson, Jess Gauchel, and Michael Van Unen.

Meetings scheduled outside of normal business hours (9am-5pm) will not have staff assistance. Faculty should be made aware of this if scheduling outside of business hours.

The department will announce the dissertation defense on the general sociology list-serv and include the link to the Zoom meeting. It will be the defending student's responsibility to share the link with any other guests they wish to invite. Note that guests are not permitted to attend prospectus defenses.

Defenses should not be recorded by any participant or guest.

The Faculty Assistant should be available at the beginning of the meeting to assist the Committee Chair, if needed, in manually assigning all committee members to a breakout room.

When the committee members join the call, the Committee Chair can direct the members to enter the breakout room for the pre-defense deliberation. Once all the committee members have joined the call, the Faculty Assistant may exit the defense.

NOTE: if the Faculty Assistant is the first one to enter the room, they are the default host and will have to reassign hosting duties to the Committee Chair. You can reassign host duties by clicking on “Manage Participants,” selecting the host’s name, pressing “More>” and “Make Host”

The host of the room will need to grant the student access to screen share for PowerPoint.

At the end of the student’s defense, the faculty will rejoin the breakout room to deliberate while the student remains in the main room. If invited guests are present and the faculty chair wants to give feedback in the privacy of the committee, the chair may assign the student to the breakout room at the end of deliberations to allow the student to enter.

Faculty Assistants should plan to be available (but not present in the meeting) throughout the duration of the defense to troubleshoot any issues that may arise. Faculty should email the Faculty Assistant in the case of any issues and the Faculty Assistant can rejoin the meeting and assist with troubleshooting. If the Faculty Assistant will not be available for the scheduled time of the defense, please inform Michael Van Unen to arrange backup support.

After the committee has approved the final dissertation (which may happen on the day of the defense or shortly before the submittal deadline), the Dissertation Committee Chair will write to GSAS a letter which will serve as a temporary Dissertation Acceptance Certificate (DAC), allowing conferral of the degree. This letter should be included before the title page of the defense upon submission.

Letter of approval sample template:

In lieu of all dissertation committee members’ signatures, I [NAME, ROLE], appointed by the [DEPARTMENT/PROGRAM], confirm that the Dissertation Committee has examined a dissertation titled [TITLE], presented by [STUDENT NAME], a candidate for the degree of Doctor of Philosophy for May 2020 degree conferral, and hereby certify that it is worthy of acceptance as of [DATE].

For more information on the DAC see:

<https://gsas.harvard.edu/emergency-policy-amendments>

Wet signatures are required by GSAS, but may be submitted after the posted deadlines and after conferral of the degree.