The following table outlines the Chair, Member, and URR roles within the university research review (URR) process, which takes place within the My Doctoral Research (DR) tool. MyDR is supported by a Taskstream-based platform within which the entire committee can share their feedback. You may serve in all three committee roles at different times, depending upon your skill and expertise.

Features:

- **“Send back to author”** – The first evaluator (always the Chair) can send the document back to the student if they find it to be unsatisfactory.
- **Reconcile** – Chairs will reconcile the evaluations completed by themselves and the Member as Meets Requirement or Does Not Meet. Only those rubrics that are reconciled as Meets Requirement will advance to the next stage.
- The ability to upload feedback documents directly into the TaskStream flow of stages.
- The MyDR landing page views for faculty and students (discussed in the self-paced modules located in ELMS)
- The Banner workflow, which manages the business rules around approval processes, event notifications, and triggers email notifications to appropriate audiences regarding the research review process.

Please note that the Chair should always be the first one to evaluate a student’s submission in the review process because only the first evaluator has the ability to “Send back to Author.”

All individuals involved in the review process should be aware that it can take up to 24 hours before they receive the auto-generated email notification pertaining to any status updates within MyDR process.

The MyDR landing page is automatically updated throughout the process outlined below.

<table>
<thead>
<tr>
<th>Pre-MyDR - Committee Formation</th>
</tr>
</thead>
<tbody>
<tr>
<td>All committee members will be assigned to the student’s record in Banner and set up with the proper authorities in Taskstream based on their role within the committee. They will then be notified via email.</td>
</tr>
<tr>
<td>a. The Chair and Member will serve as either a content expert or methodology expert. Once the committee is assembled it is a best practice that the Chair set up a meeting with the Member to discuss ground rules like how and when reviews of sections and chapters will be done, as well as an initial student timeline, design, and game plan. The Chair should copy the Member(s) on all feedback to the student, and the Member should copy the Chair on any feedback provided as well. Please note that the best practice for sharing feedback within the committee for students in the MyDR system is simply to upload the feedback directly into the Taskstream platform at the point the student has reached.</td>
</tr>
<tr>
<td>Note: Committee member(s) should wait 24 hours prior to attempting to view the committee in Taskstream.</td>
</tr>
<tr>
<td>Note also: The Chair is granted the ability to reconcile the evaluations in Taskstream. Once an individual is given that authority in the system they will always have it no matter which role they serve in. However, ONLY the assigned Chair in a given committee should utilize that ability.</td>
</tr>
<tr>
<td>Step</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
| 1   | Once the student submits a prospectus, the student Chair, Member(s), and OSRA are notified via an auto-generated email.  

*Note: The Chair should always be the first one to evaluate a student’s submission in Taskstream, because only the first evaluator has the ability to select Send Back to Author.*

|     | **Note: The student may cancel the submission but only prior to the Chair reviewing the document. Should the student cancel the submission, an auto-generated email will notify the student, Chair, Member, Program Director, and OSRA.** |
| 2   | The Chair reviews the prospectus in Taskstream and has two options:  

A. Select Send Back to Author without completing the rubric analysis if prospectus is not satisfactory.  
   a. Auto-generated email notifies student, Chair, and Member

B. Complete rubric analysis, select Meets Requirement or Does Not Meet, and select Record as Final Score.  
   a. Auto-generated email notifies student, Chair, and Member

*Note: If the Chair selects Send Back to Author, the student will receive an auto-generated email with the status and instructions to work with the committee to make the necessary changes prior to resubmitting the document.*

|     | **The Member reviews the prospectus and completes the rubric analysis, selecting either Meets Requirement or Does Not Meet. They will then need to select Record as Final Score.**  

*Note: Auto-generated email notifies the Chair that they have completed their evaluation and to conduct the reconciliation.*
The **Chair** reviews and reconciles* all evaluations to determine whether or not the student’s prospectus Meets Requirement or Does Not Meet. The **Chair** can also request additional evaluations in the very rare case where there are more than two **Members** assigned in Banner. To do this the **Chair** must manually email the additional **Member** and OSRA requesting an evaluation of the document prior to reconciliation.

*When reconciling, the **Chair** must select Release to Author Now in order for the results to be processed. *If the **Chair** is reconciling as Meets Requirement, they must upload a clean copy of the student’s prospectus (free of track changes) and any other applicable documents for the Program Director to review within the reconciliation rubric’s feedback area. *If the **Chair** is reconciling as Does Not Meet Requirements, they must upload a copy of the student’s prospectus (with requested revisions or comments).

<table>
<thead>
<tr>
<th>Meets Requirement</th>
<th>1. Triggers auto-generated email notification to the Program Director with instructions to begin evaluation in Taskstream.</th>
</tr>
</thead>
</table>
| Does Not Meet     | 1. Triggers email notification to OSRA  
|                   | 2. OSRA will manually unlock the Prospectus Committee Rubric Analysis stage in Taskstream and manually email the student when complete  
|                   |   a. Student must resubmit Prospectus for Committee Rubric Analysis |

**Note:** If any member of the committee scores even one row of the rubric as Not Met, the **Chair** should not reconcile the document as Meets Requirement. Please review the rubric grading policy on the last page of this document.

### Program Director Prospectus Review stage

The Program Director logs directly into Taskstream and evaluates the student’s work. The student is notified of the assessment via email:

<table>
<thead>
<tr>
<th>Meets Requirement</th>
<th>1. Triggers auto-generated email notification to student informing them of the status</th>
</tr>
</thead>
</table>
| Does Not Meet     | 1. Triggers email notification to OSRA  
|                   | 2. OSRA will manually unlock the Prospectus Committee Rubric Analysis stage and Program Director Rubric Analysis stage in Taskstream and manually email the student when complete  
|                   | a. Student must resubmit Prospectus for Committee Rubric Analysis once required revisions are completed |

**Note:** In order for Program Directors to access the prospectus they must go back one stage in the Taskstream process flow and view the document in the Committee Prospectus Rubric Analysis evaluation step. The Program Director must select the View/Edit link at the Committee Prospectus Rubric Analysis stage to view the clean copy the **Chair** has uploaded to the reconciliation rubric. Program Directors will complete their rubric evaluations within the Program Director Prospectus Review step.
Student submits document in the: **Proposal Preliminary Development stage** (working with the student before the document is ready for the formal rubric review)

| 6 | **Student submits draft of the Proposal for preliminary review in Taskstream.**  
|  | a) Auto-generated email notifies student, Chair, and Member  
|  | **Note:** The student can cancel the submission but only prior to the Chair reviewing the document. |

| 7 | **The Chair** and **Member** evaluate the document, and the Chair reconciles as Meets Requirement or Does Not Meet within the stage.  
|  | a. The Chair will manually* email the student regarding evaluation and feedback.  
|  | i. The student may be instructed to make corrections and resubmit or be permitted to move forward to the Committee Rubric Analysis stage.  
|  | ii. Feedback to the student from the committee members in the form of track changes in the document or Checklist notations should be uploaded directly into the area provided at this stage in the MyDR Taskstream flow. This best practice establishes a central repository that clearly documents all feedback provided to the student.  
|  | **Note:** The student should run the proposal through TII during this stage and submit the originality report generated by TII along with the proposal and appropriate checklist (if required by the program) in the following stage. |

Student submits document in the: **Proposal Committee Rubric Analysis stage**

| 8 | Once the student submits the proposal, the TII originality report, and appropriate checklist if applicable, the student **Chair**, **Member**, and OSRA are notified via an auto-generated email.  
|  | **Note:** The Chair should always be the first one to evaluate a student’s submission in Taskstream because only the first evaluator has the ability to select Send Back to Author.  
|  | **Note:** The student can cancel the submission but only prior to the Chair reviewing the document. Should the student cancel the submission, an auto-generated email will notify the student, Chair, Member, Program Director, and OSRA. |

| 9 | **The Chair** reviews proposal in Taskstream and has two options:  
|  | A. Select Send Back to Author without completing rubric analysis if proposal is not satisfactory.  
|  | a. Auto-generated email notifies student, Chair, and Member  
|  | B. Complete rubric analysis, select Meets Requirement or Does Not Meet, and select Record as Final Score.  
|  | a. Auto-generated email notifies student, Chair, and Member |
Note: If the Chair selects Send Back to Author, the student will receive an auto-generated email with the status and instructions to work with the committee to make the necessary changes prior to resubmitting the document.

| 10 | The Member review(s) the proposal and complete(s) the rubric analysis, selecting either Meets Requirement or Does Not Meet. They will then need to select Record As Final Score.  
*Note: Auto-generated email notifies the Chair that they have completed their evaluation and to conduct the reconciliation.* |
| 11 | The Chair reviews and reconciles* all evaluations to determine whether or not the student’s proposal Meets Requirement or Does Not Meet. The Chair can also request additional evaluations if there are more than two Committee Members assigned in Banner. To do this a Chair must manually email the additional Member requesting them to evaluate the document prior to reconciliation.  
* The Chair must select Release to Author Now for the results to be processed. If it is determined that the document Meets Requirement, the Chair must upload a clean copy of the document, TII originality report, and appropriate checklist if applicable for the URR to review within the reconciliation rubric feedback area. They should state that the TII report has been reviewed and confirmed. If the Chair is reconciling as Does Not Meet Requirements, they must upload a copy of the student’s proposal (with requested revisions or comments). |

| Meets Requirement | 1. Triggers auto-generated email notification to the URR, student, Chair, and Member  
  a. If the URR has not yet been added to the committee, OSRA will receive an email notification requesting that the URR is added. Once completed, the student, OSRA, Chair, Member, and the URR are then notified via email that the URR was added.  
  b. The MyDR landing page is updated to include the URR.  
  c. The URR then receives an email notification to begin the review. |
| Does Not Meet | 1. Triggers email notification to OSRA  
  2. The OSRA must manually unlock the Proposal Committee Rubric Analysis stage in Taskstream and manually email the student when complete  
  a. Student must resubmit proposal, TII report, and appropriate checklist if required for Committee Rubric Analysis |

Note: If the URR has not already been added to the student’s committee, they will be added during this stage and the student, Chair, Member, URR, and OSRA will receive auto-generated email notification.

Note: Please review the grading policy on the last page of this document.
### Meets Requirement

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Triggers auto-generated email to Student, <strong>Chair</strong>, <strong>Member</strong>, <strong>URR</strong>, and <strong>OSRA</strong> – email contains the link to the Proposal Oral Presentation Form</td>
</tr>
</tbody>
</table>

### Does Not Meet

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Triggers email notification to OSRA</td>
</tr>
<tr>
<td>2.</td>
<td><strong>OSRA</strong> will manually unlock the Proposal <strong>URR Rubric Analysis</strong> and Proposal Committee Rubric Analysis stages and manually email the student when complete.</td>
</tr>
</tbody>
</table>

---

a. Student must resubmit Proposal, TII report, and appropriate checklist if required for Committee Rubric Analysis once required revisions are completed.

---

*In order for **URRs** to access the proposal and supporting documents, they must go back one stage in the **Taskstream process flow** and view the document in the Proposal Committee Rubric Analysis stage. The **URR** must select the View/Edit link at the Proposal Committee Rubric Analysis stage to review the clean copy the **Chair** has uploaded to the reconciliation rubric. The **URR** will complete the rubric evaluation within the Proposal **URR Rubric Analysis** step.*
Student delivers the oral presentation on scheduled date/time in the Central Time Zone. The Chair evaluates as Meets Requirement or Does Not Meet in Taskstream.

<table>
<thead>
<tr>
<th>Meets Requirement</th>
<th>1. Triggers auto-generated email to the student, Chair, Member, and IRB informing them of the Meets Requirement status and instructing the student to proceed to the IRB Approval process. The email will contain a link for the IRB application.</th>
</tr>
</thead>
</table>
| Does Not Meet     | 1. Triggers email notification to OSRA, student, Chair, Member, and URR  
|                   | 2. OSRA receives separate email notification and will manually unlock the Proposal Oral Presentation stage in Taskstream and manually email the student when complete  
|                   |   a. The student should work with the Chair to determine corrective actions. |

*Note:* The oral presentation itself is an external process, meaning that it occurs outside of Taskstream. However completion confirmation of the oral presentation does occur within Taskstream and thus updates on the presentation status will appear on the student’s MyDR landing page and within the Banner database to verify eligibility for IRB submission.

**IRB Application stage**

**Student submits IRB application:** *This is an external process, meaning that it occurs outside of Taskstream*

<table>
<thead>
<tr>
<th>15</th>
<th>Student submits IRB application externally - outside of Taskstream. An auto-generated email is sent to IRB asking them to confirm receipt of the materials in banner workflow (banner workflow link is included in the email). After the IRB confirms receipt of materials, another email is sent to IRB asking them to approve or deny the student’s work in the Banner workflow (banner workflow link is included in the email). The student is notified of the assessment via email.</th>
</tr>
</thead>
</table>
|        | **Meets Requirement**  
|        | 1. The student, Chair, and Member receive an auto-generated email informing them of IRB approval. The student is instructed to proceed to the Final Study stage. |
|        | **Does Not Meet**  
|        | 1. The student, Chair, and Member receive an auto-generated email informing them of IRB denial.  
|        | 2. The IRB evaluator will manually email the student feedback and suggestions for improvement. |
|        | a. The student will need to make corrections and resubmit the document via the IRB application. |

**Final Study Preliminary Development stage**

*(working with the student before the document is ready for the formal rubric review)*
| 16 | Student submits preliminary drafts of the final study for Preliminary Review in Taskstream.  
|    | a) Auto-generated email notifies student, **Chair**, and **Member**  
|    |  
|    | **Note:** The student can cancel the submission but only prior to the **Chair** reviewing the document.  
| 17 | The **Chair** and **Member** evaluate the document and the **Chair** scores as Meets Requirement or Does Not Meet within the stage.  
|    | a) **The Chair** will manually* email the student regarding evaluation and feedback.** The student may be instructed to make corrections and resubmit or be permitted to move forward to the Final Study Committee Rubric Analysis stage. Feedback to the student from the committee in the form of track changes in the document or Checklist notations should be uploaded directly into the area provided at this stage in the MyDR Taskstream flow. This best practice maintains the repository of all feedback provided to the student.  

**Student submits document in the: Final Study Committee Rubric Analysis stage**

| 18 | Once the student submits the document, the TII originality report, and appropriate checklist if applicable, the student **Chair**, **Member**, and OSRA are notified via an auto-generated email to begin their evaluations.  
|    | **Note:** The **Chair** should always be the first one to evaluate a student’s submission in Taskstream because only the first evaluator has the ability to Send Back to Author.  
|    | **Note:** The student can cancel the submission but only prior to the **Chair** reviewing the document. Should the student cancel the submission, an auto-generated email will notify the student, **Chair**, **Member**, Program Director, and OSRA.  

| 19 | The **Chair** reviews the documents in Taskstream and has two options:  
|    | A. Select Send Back to Author without completing rubric analysis if unsatisfactory.  
|    | a. Auto-generated email notifies student, **Chair**, and **Member**  
|    | B. Complete Rubric Analysis, select Meets Requirement or Does Not Meet, and select Record as Final Score.  
|    | a. Auto-generated email notifies student, **Chair**, and **Member**  
|    | **Note:** If the **Chair** selects Send Back to Author, the student will receive an auto-generated email with the status and instructions to work with the committee to make the necessary changes prior to resubmitting the document.  

| 20 | The **Member** reviews the documents and completes the rubric analysis, selecting either Meets Requirement or Does Not Meet. They will then need to select Record as Final Score.  
|    | **Note:** Auto-generated email notifies the **Chair** that they have completed their evaluation and to conduct the reconciliation.  

Revised 6/18/19
21 The **Chair** reviews and reconciles* all evaluations to determine whether or not the student’s work Meets Requirement or Does Not Meet. The **Chair** can also request additional evaluations if there are more than two **Members** assigned in Banner. To do this the **Chair** must manually email the additional **Member** requesting them to evaluate the document prior to reconciliation.

*The **Chair** must select Release to Author Now for the results to be processed. If it is determined that the documents Meets Requirement, the **Chair** must upload a clean copy of the document, TII originality report, and appropriate checklist if applicable for the **URR** to review within the reconciliation rubric feedback area and state that the TII report has been reviewed and confirmed. If the **Chair** is reconciling as Does Not Meet Requirements, they must upload a copy of the student’s final study (with requested revisions or comments).

<table>
<thead>
<tr>
<th>Meets Requirement</th>
<th>1. Triggers auto-generated email to the student, <strong>Chair</strong>, <strong>Member</strong>, and <strong>URR</strong> informing them of the Meets Requirement status and instructs the <strong>URR</strong> to begin the evaluation.</th>
</tr>
</thead>
</table>
| Does Not Meet     | 1. Triggers email notification to OSRA  
2. OSRA must manually unlock the Final Study Committee Rubric Analysis stage in Taskstream and manually email the student when complete  
a. Student must resubmit proposal and TII report for Committee Rubric Analysis |

**Note:** Please review the [grading policy](#) on the last page of this document.
The URR receives an auto-generated email notification of the Meets Requirement reconciliation. The URR evaluates* the document, and the student is notified via email of the assessment:

<table>
<thead>
<tr>
<th>Meets Requirement</th>
<th>1. Triggers auto-generated email to the student, Chair, Member, URR, Writing Center, and OSRA informing them of the Meets Requirement status. <strong>The URR must upload a clean copy of the document for the Form and Style review requirement within the evaluation rubric’s feedback area for the Form and Style Editor.</strong></th>
</tr>
</thead>
</table>
| Does Not Meet     | 1. Triggers email notification to OSRA  
2. OSRA will manually unlock the Final Study URR Rubric Analysis and Final Study Committee Rubric Analysis stages and manually email the student when complete  
   a. The student will need to resubmit the document per the guidance and feedback presented to them by the Chair to the Final Study Committee Rubric Analysis stage. |

*In order for URRs to access the final study, they must go back one step in the Taskstream process flow and view the document in the Final Study Committee Rubric Analysis evaluation stage. The URR must select the View/Edit link on the Final Study Rubric Analysis stage to view the clean copy the Chair has uploaded to the reconciliation rubric. The URR will complete the rubric evaluation within the Final Review – URR Rubric Analysis stage.*

### Form and Style Review stage

The Form and Style Editors will be notified to complete the form and style review via an auto-generated email. Upon completion, the student is notified via email of their assessment:

<table>
<thead>
<tr>
<th>Meets Requirement</th>
<th>1. Triggers auto-generated email to the student, Chair, Member, URR, Writing Center, and OSRA informing them of the Meets Requirement status and instructing the student to proceed to the Final Oral Presentation stage. The Chair also receives an auto-generated email with the link to the Final Oral Presentation Form.</th>
</tr>
</thead>
</table>
| Does Not Meet     | 1. Triggers email notification to OSRA  
2. OSRA will manually unlock the Form and Style stage and manually email the student when complete  
   a. The student receives an auto-generated email informing them of the status. The student will need to resubmit the document within the Final Study Committee Rubric Analysis stage per the guidance and feedback presented to them by the Editors. |

*In order for the Form and Style Editors to access the document, they must go back one step in the Taskstream process flow and view the document in the Final Review – URR Rubric Analysis stage. The Editor must select the View/Edit link on the Final Review – URR Rubric Analysis stage to view the clean copy the URR has uploaded to the rubric. The Editor evaluator will record the final evaluation as Meets Requirement or Does Not Meet in the Form and Style Review stage. The Editor will upload the document there, which should include track changes.*
The student will then complete the **Final Oral Presentation stage**

<table>
<thead>
<tr>
<th>24</th>
<th>The student works with the committee to determine a date and time in the Central Time Zone for the final oral presentation. The <strong>Chair</strong> completes and submits the Final Oral Presentation Form to OSRA. The <strong>Chair</strong> receives email confirmation of scheduling. <em>All members are responsible to set a personal reminder for the presentation—they will not receive an auto-generated email reminder.</em></th>
</tr>
</thead>
</table>

| 25 | Student delivers the oral presentation on scheduled date/time in the Central Time Zone. The **Chair** evaluates as Meets Requirement or Does Not Meet in Taskstream.  
| **Meets Requirement** | 1. Triggers auto-generated email to the student **Chair, Member**, and **URR** informing them of the Meets Requirement status and instructing the student to proceed to the Final Overall Quality Committee Rubric Analysis stage. |
| **Does Not Meet** | 1. Triggers email notification to student, **Chair**, and **Member**  
2. Triggers separate email to OSRA  
3. OSRA will manually unlock the Final Oral Presentation stage and email the student when complete  
   a. The student should work with the **Chair** to determine corrective actions. |

*Note: The oral presentation itself is an external process, meaning that it occurs outside of Taskstream. However, the evaluation of the oral presentation does occur within Taskstream.*

| 26 | Once the student submits the document, the student, **Chair**, **Member**, and OSRA are notified via an auto-generated email to begin their evaluation.  
*Note: The **Chair** should always be the first one to evaluate a student’s submission in Taskstream, because only the first evaluator has the ability to select Send Back to Author.* |

| 27 | The **Chair** reviews the document in Taskstream and has two options:  
   A. Select Send Back to Author without completing rubric analysis if the document is not satisfactory.  
      a. Auto-generated email notifies student, **Chair**, and **Member**  
   B. Complete Rubric Analysis and select Record as Final Score.  
      a. Auto-generated email notifies student, **Chair**, and **Member** |

*Note: The student can cancel the submission but only prior to the **Chair** reviewing the document. Should the student cancel the submission, an auto-generated email will notify the student, **Chair**, **Committee Member**, and OSRA.*
Note: If the Chair selects Send Back to Author, the student will receive an autogenerated email with the status update and instructions to work with the committee to make the necessary changes prior to resubmitting the document.

28 The Committee Member(s) review the document and complete the rubric analysis. They will then need to select Record as Final Score.

Note: Auto-generated email notifies the Chair that they have completed their evaluation and to conduct the reconciliation.

29 The Chair reviews and reconciles* all evaluations. The Chair can also request additional evaluations if there are more than two Committee Members assigned in Banner. To do this the Chair must manually email the additional Member(s) requesting them to evaluate the document prior to reconciliation.

*The Chair must select Release to Author Now for the results to be processed. The Chair must upload a clean copy of the document for the URR to review within the reconciliation rubric feedback area.

| Meets Requirement | 1. Triggers auto-generated email to the URR informing them of the Meets Requirement status and instructing the URR to begin the evaluation. |

Note: Please review the grading policy on the last page of this document.

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**Final Overall Quality URR Rubric Analysis stage**

30 The URR receives auto-generated email notification regarding the completed reconciliation. The URR evaluates* the document, and the student is notified via email of the assessment:

| Meets Requirement | 1. Triggers auto-generated email to student, Chair, Member, URR, OSRA, and CAO that Final Review is completed. The URR must upload a clean copy of the document within their rubric for the CAO to review. |
| Does Not Meet | 1. Triggers email notification to OSRA 2. OSRA will manually unlock the Final Overall Quality URR Rubric Analysis Stage and Final Overall Quality Committee Rubric Analysis stage and manually email the student when complete.  
  a. The student should work with the committee to make the necessary revisions and resubmit the document to the Final Overall Quality Committee Rubric Analysis stage. |

*In order for URRs to access the document, they must go back one step in the Taskstream process flow and view the
document in the Final Overall Quality Committee Rubric Analysis evaluation stage. The URR must select the View/Edit link on the Final Overall Quality Committee Rubric Analysis stage to view the clean copy the Chair has uploaded to the reconciliation rubric. The URR will complete the rubric evaluation within the Final Overall Quality URR Rubric Analysis stage.

### CAO Approval stage

<table>
<thead>
<tr>
<th>31</th>
<th>The CAO receives an auto-generated email with notification of the submission. The CAO evaluates the document, and the student is notified via email of the assessment:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meets Requirement</strong></td>
<td>1. Triggers auto-generated email to the student, Chair, Member, URR, and OSRA stating that CAO Approval is complete.</td>
</tr>
<tr>
<td><strong>Does Not Meet</strong></td>
<td>1. Triggers email notification to OSRA, Chair, Member, and URR 2. OSRA will manually unlock the CAO Approval stage, Final Overall Quality URR Rubric Analysis Stage, and Final Overall Quality Committee Rubric Analysis stage and manually email the student when complete. 3. The student should work with the committee to determine corrective actions and resubmit the full study to the Final Overall Quality Committee Rubric Analysis stage.</td>
</tr>
</tbody>
</table>

*In order to access the document, the CAO must go back one step in the Taskstream process flow and view the document in the Final Overall Quality URR Rubric Analysis stage. The CAO must select the View/Edit link on the Final Overall Quality URR Rubric Analysis stage to view the clean copy the URR has uploaded to the rubric. The CAO will complete their rubric analysis in the CAO Approval stage.*

| 32 | OSRA updates the student’s status in Banner. The student, Chair, Member, URR, and OSRA are notified that the MyDR review process is complete and the student is provided with next steps. |

### Rubric Grading Policy: Reconciliation

Throughout the MyDR process, the Chair is required to reconcile all evaluations completed by the chair and committee members. Please review the policy below.

**EXTREMELY IMPORTANT NOTES:**

As has always been the practice, all rubric criteria scores for the prospectus, proposal, and final study are scored as either Met or Not Met by all committee members during the respective rubric reviews. All criteria must meet the acceptable rating of Met by all committee members for the study to advance to the URR member for review.

What is new in the MyDR system is the required reconciliation of the committee rubric scoring by the chair to push the committee review forward. Thus all criteria must meet the acceptable rating of Met by both committee members to be reconciled as Meets Requirement. **PLEASE DO NOT RECONCILE A**
PAPER AS MEETS REQUIREMENT IF ANY RUBRIC LINE ITEM WAS SCORED AS NOT MET from the Chair or second member. The Chair should instead reconcile as Does Not Meet.

Committee Chairs should work with students to better understand the requirements to satisfactorily meet the expected standards before resubmission. Detailed formative and summative feedback may once again be provided through documentation in the paper, the dissertation checklist, or both. Once the revisions are complete the student can then resubmit for committee review.

Example Reconciliation Rubric:

MyDR Faculty Support:

1. Faculty should direct all technical questions related to Taskstream or technical problems with the MyDR system to frontline.team@laureate.net.

2. General or procedural type questions should be directed to the Office of Student Research Administration (OSRA):

   PhD: research@mail.waldenu.edu
   EdD: doctoralstudy@mail.waldenu.edu
   DBA: dba.docstudy@mail.waldenu.edu
   DNP: dnp@mail.waldenu.edu
   DIT: dit@mail.waldenu.edu
   DSW: dsw@mail.waldenu.edu
   DrPH: Drph@mail.waldenu.edu
   DPA: Dpa@mail.waldenu.edu
   DHA: Dha@mail.waldenu.edu
   PsyD: psyd@mail.waldenu.edu