

**Southern Connecticut State University
School of Arts and Sciences**

**Chair of University Thesis Committee
For the Period 2024-2026**

In accordance with university policy for leadership positions for which full-time faculty receive reassigned time from the administration, the provost is soliciting applications from individuals who are interested in serving as Chair of the University Thesis Committee

Duties and Responsibilities:

The Chair of the University Thesis Committee reports to the Director of the Honors College and provides coordination and oversight for the honors and cross-campus thesis process.

Specific responsibilities include but are not limited to:

- Supervise and coordinate the process for reception, distribution, and other monitoring of student thesis proposals, including assignment of readers for proposals and theses
- Advise students regarding the Honors & discipline-specific thesis process and provide consultation to students regarding issues that may arise with proposals and theses
- Work collaboratively with faculty and library staff across campus to facilitate student thesis projects, from inception through completion – which includes being cataloged and housed in the library database
- Collaborate to ensure students learn about professionalism, including research professionalism (such as posters and conference presentations), graduate school preparation, as well as workplace professionalism (including resume and interview competencies)
- Inform and encourage Honors and all qualified students to apply for external honorifics and awards such as the Fulbright Student award, the Goldwater Scholarship, etc.
- Teach at least one Honors Class (e.g. HON 350) each academic year

Qualifications:

- Open to full-time, tenure-track faculty members at SCSU
- Demonstrated commitment to student success
- Ability to work with students and faculty in all disciplines
- Understanding of the undergraduate curriculum process

Application Process:

Persons interested in seeking the position should apply by submitting a letter of interest and brief CV to Sarah Roe roes1@southernct.edu no later than August 15, 2024 for best consideration; the position will remain open until filled.

The Director of the Honors College will review the materials of all applicants and will interview selected finalists from among the applicants for the position. The Provost will announce the choice for the position after the successful applicant notifies the Provost of their acceptance of the position.

Amount of Reassigned Time, Effective Date and Term of Appointment:

The Chair of the Thesis Committee will receive three (3) credits of reassigned time in the fall and three (3) credits in spring semester, in addition to 3 credits in the semester they teach the Honors course (e.g. HON 350).

This appointment will be effective upon the first day of the Fall 2024 semester. The term will be two (2) years from the date of appointment. The position will be re-advertised in the spring of the final year of the incumbent's appointment. The incumbent may reapply for up to two additional two-year terms for a maximum of three terms or six years of continual service.

Revised July 23, 2024