



Senior Honors Thesis Workload Policy

Effective Date: January 13, 2023

Policy

The terms, conditions, procedures, roles, and responsibilities listed below are subject to modification. The Wilkes Honors College (WHC) policy shall not conflict with or supersede any policy established by the University.

Note: In this document, *primary supervisor* will be the only term used when referring to the role of the *thesis director, thesis reader 1, supervisor, primary reader, first reader, thesis advisor, or any other term* that is used interchangeably. Similarly, *second reader* will be the only term used when referring to the role of the *second committee member, co-supervisor, or any other term* that is used synonymously.

1. A senior honors thesis equates to enrolling in 6 course credits of senior honors thesis instruction (IDS 4970)
2. In general, a total of 6 credits is expected to be divided into 3 credits for the Fall and 3 credits for the Spring
3. In some cases, a total of 6 credits may be divided in other ways (e.g., 3 credits in the Spring and 3 credits in the Summer)
4. In some cases, a total of 6 credits may be taken in the Spring or Fall only
5. Serving as the primary supervisor of a senior honors thesis counts as 1.00 points
6. Serving as the second reader of a senior honors thesis counts as 2/10^{ths} of a point (0.20 points)
7. Faculty can receive a course release in the subsequent academic year (the assigned workload for the next year) based on serving as the primary supervisor of four (4) senior honors theses during the academic year (in some instances, the summer as well), equivalent to a total of 4.00 points
8. Faculty can be released from only one (1) course per academic year based on senior honors thesis points, regardless of the number of credit hours assigned to the course being released
9. Faculty can receive a course release from banked points, or in combination with points earned during the academic year (e.g., two banked points combined with 2 senior honors theses as the primary supervisor is equivalent to 4.00 points)
10. Faculty earn points during the time in which they are serving on a senior honors thesis, that is, when it is in progress during the student's final year of study (in some cases, points are earned during the summer)
11. Banked points are points which are not used for earning a course release in the subsequent year (e.g., a faculty member is the primary supervisor of two senior honors theses, which results in 2.00 points banked because no points are used for a course release)
12. If a senior honors thesis continues beyond the final year before graduation, faculty will not be eligible to earn more points for being the primary supervisor for that same thesis or serving as

the second reader for that same thesis (e.g., it takes 2.5 years for a student to complete the thesis since enrolling in IDS 4970, but points can only be earned for 1 year of service)

13. The maximum number of points which can be banked by a faculty member is 8.00 points
14. In cases when a student's senior honors thesis is being conducted at any facility, organization, research institute, company, or business entity outside of the Wilkes Honors College – including UF Scripps Biomedical Research and the Max Planck Florida Institute for Neuroscience – faculty at the WHC can earn 0.50 points per thesis in which they serve as the primary supervisor (even though they are not involved in supervising the actual research process and research activities)
15. Full-time staff at the WHC with appropriate credentials/expertise can be allowed to serve as a primary supervisor or secondary reader of senior honors theses; in these cases, the appropriate amount of assigned workload (% of FTE) will be determined by the supervisor and/or the Dean
16. In cases when a single senior honors thesis has a committee with two primary supervisors (e.g., a student with a double concentration), each primary supervisor will earn 0.50 points
17. In cases when a student completes two separate senior honors theses, the policies for earning points remain the same as would be the case in which a student was completing just one senior honors thesis (e.g., a student completes one honors thesis in History and another honors thesis in Art, with a different faculty member serving as the primary supervisor for each honors thesis; hence, each primary supervisor would earn 1.00 points)
18. In cases where a faculty or staff member at the WHC serves in a “consultant” role but does not actually serve in a formally designated role on the senior honors thesis committee, points can be earned based on the amount of time and effort dedicated to that role; the points earned will be determined by the appropriate Chair
19. In consultation with the faculty member and the Dean, the appropriate Chair can provide one course release for the next academic year upon verification that the faculty member has earned the sufficient amount of points (4.00 points)
20. The method to verify that a sufficient amount of points has been earned (to be used for a course release) shall be based on confirming that the relevant student(s) have registered for a total of 6 credits of senior honors thesis instruction
21. In cases when a course release is based entirely on banked points, the appropriate Chair will verify that there are enough points available in the bank
22. At the end of spring semester (in some instances, the end of the summer semester as well), the appropriate Chair for each faculty member will tally the total number of points earned during that year; the total amount of banked points across all faculty will be maintained and updated by the Chairs on an annual basis
23. In cases when a senior honors thesis is completed at the end of the Summer semester (e.g., 3 credits in the Spring and 3 credits in the Summer), the appropriate Chair for each faculty will tally the total number of points earned at the end of the Summer and update the bank
24. In cases when a senior honors thesis is completed at the end of the Fall semester (e.g., 3 credits in the Spring and 3 credits in the Fall), the appropriate Chair for each faculty will tally the total number of points earned at the end of the Fall and update the bank
25. In cases when a senior honors thesis is completed in the Summer and points earned are to be used for a course release in the next academic year (fall or spring), the appropriate Chair will verify that each student for each relevant faculty has registered for senior honor thesis credit in the Summer
26. In cases when a senior honors thesis is completed in the Fall, points earned from serving on the committee cannot be used for a course release during that same academic year, either in the Fall or in the Spring