



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

DEPARTMENT OF BIOLOGICAL SCIENCES

### Thesis Committee Chair Form

The thesis committee chair serves as the primary advisor and mentor of a graduate student. The primary duties of the chair include:

- mentoring the graduate student on their research and academic development;
- providing the student with regular guidance, support, and supervision;
- being an advocate for the student by facilitating the student's involvement in professional and scholarly activities, applications for grants, scholarships, workshops, etc.

The relationship between the advisor and student should be developed early in the student's academic program; ideally in the first semester. The development of an effective student-advisor relationship is a two-way process: the student and faculty member need to share similar scholarly interests and must be willing to work with each other. Tenured or tenure-track (T/TT) faculty members in the Department of Biological Sciences are eligible to serve as a thesis chair for a graduate student. Contingent or adjunct faculty in the Department of Biological Sciences, faculty from other departments at CSU Stanislaus, faculty members from other universities, and other professionals may be eligible to serve as the thesis committee chair if they can satisfy the duties (described above) and if they are approved by the Biology Department Graduate Committee (BDGC). Prospective thesis committee chairs who are not T/TT faculty in the Department of Biological Sciences must submit a *curriculum vitae* and a written request to serve as chair to the director of the student's graduate program. The letter will describe the existing student-mentor relationship, the prospective chair's background and experience, the proposed thesis topic, and the name of at least one T/TT faculty member who could serve as a vice-chair. The vice-chair is a T/TT faculty member in the CSU Stanislaus Department of Biological Sciences who is a member of the thesis committee and must be closely involved in the students' academic progress from the earliest stages. The vice-chair is not the primary academic or research mentor of the student; rather, the vice-chair provides information, advice, and support that may be exclusively or preferentially available to tenure-track faculty members in the Department of Biological Sciences.

I, \_\_\_\_\_, agree to be advised by \_\_\_\_\_.  
(Name of graduate student) (Name of thesis committee chair)

If required, the vice-chair is \_\_\_\_\_.

### Signatures

Graduate student: \_\_\_\_\_ Date: \_\_\_\_\_

Thesis committee chair: \_\_\_\_\_ Date: \_\_\_\_\_

Vice-chair (if required): \_\_\_\_\_ Date: \_\_\_\_\_

Graduate program director: \_\_\_\_\_ Date: \_\_\_\_\_