

# Honors – Frequently Asked Questions for Faculty

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## WHAT IS THE PROCESS OF SELECTING A PANEL?

### Examination Panel Registration Form

According to the Honors Program Guidelines, the **Thesis Advisor** submits recommendations for faculty to sit on the examining panel to the Honors Committee by the date on the Examination Panel Registration Form. The **Thesis Advisor** sets the date, time and place of the examination in consultation with the Outside Examiner and Examination Panel that he or she recommends.

Although panel members are generally chosen on the basis of familiarity with the candidate's topic, the degree of professional knowledge will vary. The Honors Committee designates the chair of the panel. In naming the Panel Chair, the Committee looks for the ability to judge the candidate's performance and to conduct an effective examination.

The Honors Committee approves the Examination Panel, based on thesis topic and availability of faculty. Because the Honors Committee attempts to balance panels to avoid unnecessary burdens on individual faculty members, the Committee may solicit faculty whose names are not on the form.

Please complete the Examination Panel Registration Form in consultation with your Department/Program Chair. (If you are advising a student jointly with another faculty member, please submit only one form per student.)

Forms should be returned to Academic Services, 7 Lane Hall by 4:00 PM for the corresponding Thesis dates as indicated on the form.

### Outside Examiners

At least one week prior to the due date of the Thesis, each Thesis Advisor, in discussion with the Chair of the Department or Program, selects the Outside Examiner, keeping the following criteria in mind:

- 1) Outside Examiners are chosen for their competence in evaluating the work of Honors candidates. Departments or Programs with several Honors candidates should consider selecting examiners capable of judging theses and evaluating students in a variety of specializations. If a Department or Program has more than one Honors candidate, the Chair should make an effort to recommend a single examiner qualified to cover two or more theses. If the number of examiners recommended seems excessive, the Honors Committee will consult with the Department or Program concerned.
- 2) Outside Examiners should be associated with a distinguished college or university, preferably one offering graduate study in the Examiner's field. The student's (and the Department's or Program's) opportunity for objective appraisal is one of the most substantial aspects of the Honors Program. It is also beneficial to have representatives of graduate schools aware of the quality of our best student work.

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## **WHEN WILL THE THESIS BE AVAILABLE?**

### **Thesis Availability**

Faculty serving on exam panels may obtain a copy of the thesis from Academic Services, 7 Lane Hall from 8:30 a.m. – 4:30 p.m. the day after the deadline.

## **WHAT HAPPENS TO THE EVALUATION FORMS AFTER THE DEFENSE?**

### **Thesis Defense Results**

The Panel Chair (who shall be notified of his/her position via email) is responsible for collecting completed Individual Evaluation Forms from the Outside Examiner and the Departmental Examiner after the defense. He/she is required to submit those forms promptly to Academic Services, along with her/his own Individual Evaluation Form and the Panel Evaluation Form.

## **WHAT DO I DO WITH MY COPY OF THE THESIS?**

### **Return of the Thesis**

Every year panel members ask what they should do with the thesis following the exam. That is your prerogative. Some write comments on the thesis and feel it is helpful to provide the candidate with additional feedback. Others wish to retain the thesis as a scholarly work.

If you do not keep the thesis or give it to the student, it may be returned to Academic Services. Our office recycles binders from year to year to help defray costs for the students involved.

## **WHAT IF THERE ARE CORRECTIONS TO THE THESIS?**

### **Thesis Revisions**

Should 'Honors' status be contingent on thesis revisions, it is the responsibility of the candidate to provide a corrected copy to Academic Services by the date on the form. Honors advisors are required to proof any revisions, and must provide the candidate with a signed Thesis Correction Form.

## **WHAT ABOUT TRAVEL AND ACCOMMODATIONS?**

### **Travel/ Accommodation Form**

After you choose an outside examiner and confirm a schedule, please complete the Outside Examiners Travel/Accommodation Form and return it to Academic Services, 7 Lane Hall by the dates listed on the form. Academic Services will arrange travel and accommodations.

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## **HOW ARE EXPENSES REIMBURSED?**

Faculty and Outside Examiner expenses are only reimbursed for the period of time during which the Outside Examiner is expected to fulfill his/her contracted duties directly related to the Bates Honors Program.

*(Example: If an Outside Examiner arrives Friday morning and serves on a thesis exam panel that afternoon, it is expected that he/she will depart on Friday evening or Saturday morning. Should he/she wish to extend a stay for personal reasons, hotel, meal and other expenses for that portion of the stay will not be reimbursed by the Honors Program.)*

### **Outside Examiner Services and Expenses**

To be paid for services and reimbursed for expenses, Outside Examiners must submit an **Outside Examiner Expense Form, IRS Form W9, and receipts** for meals, tolls, parking, mileage, airfare, etc. to Academic Services, 7 Lane Hall.

Outside Examiners receive honorariums according to an established scale. (Contact Academic Services for more information). Department/Programs may wish to offer additional monetary incentive to Outside Examiners by asking them to give a workshop or lecture while on campus. The Honors Committee supports such creativity, but regrets that it cannot cover the cost. Additional commitments are up to the individual Department/Programs and must be pre-approved by their Chairs.

### **Faculty Expenses**

It is assumed that you will be entertaining the Outside Examiner while he/she is on campus.

Please submit itemized, signed Faculty Expense Forms to Academic Services promptly, and no later than the date on the form. You will only be reimbursed for expenses if all the paperwork is received.

Receipts must be submitted for all meals or tolls for which you request reimbursement.

In some department and programs the custom is to entertain the Outside Examiner and your Honors candidate. \$75 is allotted for a celebratory meal without the Outside Examiner and \$100 for a celebratory meal that the Outside Examiner attends. Please submit and itemized, signed Faculty Expense Form and receipts for this and other expenses related to your Outside Examiner's visit to Academic Services by the date indicated on the form. You may want to keep a copy for yourself.

## **WHAT MATERIALS WILL THE OUTSIDE EXAMINER RECEIVE?**

A copy of the thesis will be mailed to each Outside Examiner via Federal Express on the day it is submitted. They will be sent via second-day delivery unless the thesis defense is scheduled within a week of the submission date. In that case, the thesis will be sent overnight delivery.

Since Federal Express does not deliver to post office boxes, and some educational institutions are closed for Spring break during the period we mail theses, please provide Academic Services with either a **physical home mailing address** or a **physical work address that**

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has been verified as being open. Be sure to include a valid **telephone number** for that address.

Outside Examiners receive the following with the thesis:

- **Welcome Letter**
- **Honors Guidelines**
- **Outside Examiner Expense Form**  
Outside Examiners must complete the Outside Examiner Expense Form in order to be compensated for their service to the Honors Program, and for reimbursement of any related travel expenses (meals, tolls, parking, mileage, airfare, etc.).
- **IRS W-9 Form**  
Outside Examiners must complete and submit the IRS W-9 Form in order to be compensated for their service to the Honors Program.
- **Meal Card**  
The Meal Card allows Outside Examiners to eat at either the Bobcat Den or Commons during their stay at Bates College, with the cost being charged to the Honors Program. Advisors or other faculty accompanying the Outside Examiner to the Bobcat Den or Commons are asked to pay for their meals, and submit receipts with their Faculty Expense Form.

### **IS THERE A RECOGNITION FOR THE HONORS CANDIDATES?**

#### **Banquet**

You will receive an email invitation—please RSVP so Dining Services may be provided with an accurate count. Outside Examiners are welcome to attend the Honors Banquet if they are still on campus. Please notify Academic Services so we may add the individual to the guest list. Due to cost and limited seating capacity, we regret that we cannot encourage Honors advisors or candidates to invite spouses, significant others or friends.