



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Dissertation Chair (Advisor), Adjunct Faculty Spring 2023

Job Description

- Chair three (3) dissertation committees as part of an online Doctor of Educational Leadership program
- Engage doctoral candidates, offer excellent feedback, and inspire candidates to achieve course and program outcomes relevant to dissertation
- Maintain contact with doctoral candidates via phone, video conferencing, and email through their dissertation sequence
- Attend the Research Proposal Defense and Dissertation Defense
- Work collaboratively with Program Director to ensure student engagement and success
- Participate in initial and ongoing training
- Candidates are not required to come to campus

Knowledge, Skills, and Abilities

- Knowledge of both quantitative and qualitative research methods
- Excellent organizational and communication skills, with a proven ability to provide timely, accurate feedback on a variety of academically oriented subjects to doctoral candidates
- Ability to support students as they define problems, collect data, establish facts, and draw valid conclusions
- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures,
- Strong analytical and critical thinking skills.
- Skill in operating equipment, such as personal computer, fax, copier, phone systems

Education and Experience

- Doctorate degree in education, health professions, or related field from an accredited institution
- Successful completion of dissertation in degree field
- Experience as a dissertation chair, preferred
- Experience with video conferencing, preferred
- Experience in higher education, preferred

Interested in this position?

Submit your resume to kpreisman@csm.edu

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.

Office Environment

This position operates in a remote, home office environment. This role routinely uses standard office equipment such as computers, printers, and phones.

Timeline

Spring I

- Dissertation Readings: Meeting with doctoral candidates; provide effective feedback for the *early stages* of Introduction (Chapter 1) and Literature Review (Chapter 2)
- Comprehensive Examination: Provide feedback on the comprehensive examination questions; read and assess exam

Summer I

- Research Proposal I: Meeting with doctoral candidates; provide effective feedback for the *completion* of Introduction (Chapter 1) and Literature Review (Chapter 2)

Fall I

- Research Proposal II: Meeting with doctoral candidates; provide effective feedback for the *completion* of Methodology (Chapter 3); support doctoral candidates as they prepare for the Research Proposal Defense (RPD); attend the RPD; approve the doctoral candidates' applications for Institutional Review Board (IRB) approval
- *Please note:* Some doctoral candidates may not complete the RPD and IRB until spring II

Spring II:

- Dissertation Course: Meeting with doctoral candidates as they collect and analyze data; support doctoral candidates and provide feedback as they begin to write Results (Chapter 4)
- *Please note:* Some doctoral candidates may complete the RPD and IRB during spring II

Summer II:

- Dissertation Course: Meeting with doctoral candidates as they collect and analyze data; provide effective feedback for Results (Chapter 4) and Findings (Chapter 5); support doctoral candidates as they prepare for the Dissertation Defense; attend the Dissertation Defense; support candidate as they make final changes to dissertation and finalize requirements at College of Saint Mary

Fall II (if needed)

- If the doctoral candidate does not complete the dissertation in summer II, they will likely finish during Fall II.

If an additional semester is needed for one or more students, the chair and the program director will work out a plan for the student/s.

Pay

This position will pay one credit hour (\$1,000.00) per semester for three students. If one or more students discontinue work on their dissertation, the pay will be adjusted accordingly.

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