TO: Tenured and Tenure-track Faculty  
FROM: Dianne Rush Woods, Chair, Academic Senate  
SUBJECT: Call for Self-Nominations for the University Honors Program Director 11-13

Robert Phelps is completing his two-year term as Director of the University Honors Program. We thank Dr. Phelps for his dedicated service to our honors students. An appointment for the new term for Honors Program Director will be made by the Executive Committee no later than May 24, 2011 so that the Director can begin coordinating the program for the Fall Quarter, 2011. The description of the position appears below. If you are interested in working with the brightest and best of the Cal State East Bay student body, please submit your name and qualifications to the Executive Committee in writing, via the Academic Senate Office, LI 2200, no later than April 18th. Earlier submissions are strongly encouraged.

If you would like more information on the University Honors Program, please contact Robert Phelps (885-3238), Sue Opp, AVP, APGS, (885-3716) or the Senate Chair (885-3033).

POSITION DESCRIPTION

The duties of the Coordinator/Director of the University Honors Program are: to develop and promote the program with the goal of offering a significantly enhanced educational experience to a substantial number of students; to provide general supervision of the program; to elicit widespread faculty participation (e.g., developing honors classes, instituting honors projects in classes, supervising presentation of senior honors theses, recruiting and mentoring honors students); to determine eligibility for continuation in good standing in the program; to advise students about the program; to build community among the students in the program, in part by arranging special activities; to find facilities to house the program; coordinate a one-unit honors seminar for seniors; continue to develop relations with the community colleges; to work on policies and procedures with an advisory council of students and faculty; and to recommend improvements in the program.

The Director will be a tenured or tenure-track faculty member who will receive Assigned Time annually (WTU to be determined in the Fall). The term of appointment is two years and is renewable. The Director will report to the Associate Vice President for Academic Programs and Graduate Studies, whose office will provide administrative support. The Director will meet with the Executive Committee of the Academic Senate at least annually to provide updates and information about the progress and growth of the University Honors Program, and may be invited to meet with the Academic Senate as well.