TO: Tenured and Tenure-track Faculty

FROM: Michael Lee, Chair, Academic Senate

SUBJECT: Call for Nominations or Self-Nominations for the University Honors Program Director 2019-21 (updated from Feb 20, 2019)

The Honors Program Director is an Executive Committee appointment made at the end of every two-year term. Dr. Shirley Yap has served as the 2017-19 Honors Program Director¹ and is eligible for reappointment. The appointment is to be made no later than April 15, 2019 so that the Director can begin coordinating the program for the Fall Semester 2019. The description of the position appears below. If you are interested in the Honors Program Director position, please electronically submit your CV and a one-page letter of interest to the Executive Committee in writing, via the Academic Senate Office, mark.robinson@csueastbay.edu, no later than March 15, 2019. Earlier submissions are strongly encouraged.

POSITION DESCRIPTION

The duties of the Director of the University Honors Program are: to continue 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., instituting honors projects in classes, coordinating honors service learning activities, recruiting and mentoring honors students); to build community among the students in the program; to determine eligibility for continuation in good standing in the program; to advise students in the program using the EAB advising tool; to coordinate a one-unit honors seminar for seniors; and to continue to develop relations with the community colleges. The Director will coordinate the work of the UHP staff support person (who reports to Academic Programs and Services) and any student assistants. The Director will continue work on: refining policies and procedures for the program with the Honors Advisory Council (HAC)²; developing mechanisms for coordinating and integrating the Honors Program with offices that offer other high impact practices at CSUEB, such as Freshman Year Experience, Service Learning and the Center for Student Research; maintaining and disseminating awareness of developments in the national honors program landscape (via the National Collegiate Honors Council) to the Honors Student Council (HSC) and the HAC; supervising the HSC and organizing joint meetings of the HSC and the HAC; sharing data and best practices with the CSU Honors Consortium; analyzing, and presenting data about the Honors Program and program participants; informing students of CSU, regional, and national honors events and opportunities; helping develop program review protocol/procedures; and recommending improvements in the program to the Executive Committee and the Academic Senate.

The Director will be a tenured or probationary faculty member who will receive 9 units of assigned time annually. The term of appointment is two years and is renewable. The Director reports to the Executive Committee and Academic Senate and meets with one or both of them periodically to discuss the progress, outcomes, and future developments of the Honors Program. Academic Programs and Services provides administrative support to the Director.

¹ Dr. Yap took a one semester sabbatical in Fall 2018; Dr. Arnab Mukherjea served as Interim Director during that period.
² The HAC is currently made up of: Nina Haft (Theatre and Dance, CLASS), SaeHyha Ann (Hospitality, Recreation, Tourism, CEAS), Lindsay McCrea (Nursing, CoS), Tammie Simmons-Mosley (Accounting and Finance, CBE)