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

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 Coordinator/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 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 manage the Honors Study Room; to coordinate a one-unit honors seminar for seniors; to continue to develop relations with the community colleges; to work on policies and procedures with an advisory council of students and faculty; to develop 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, and to recommend improvements in the program.

The Director will be a tenured or tenure-track faculty member who will receive 9 units of assigned time annually. The term of appointment is two years and is renewable. The Director will report to the Dean of Academic Programs and Services or their designee, 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.

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1 Dr. Yap took a one semester sabbatical in Fall 2018; Dr. Arnab Mukherjea served as Interim Director during that period.