

# NAME

## USU Honors Program Roles

### *Teaching*

*The Utah State University Policy Manual identifies “Honors or other independent study work” as documentation of teaching performance for core faculty seeking tenure and/or promotion (USU Policy 405.2.2), professional career and technical education faculty seeking tenure and/or promotion (USU Policy 405.5.2), and term faculty seeking promotion (USU Policy 405.10.1). The University Honors Program depends upon faculty work with Honors students and therefore documents this work for the purposes of tenure and/or promotion, upon request.*

**Honors Course Teacher** *(The University Honors Program requires all students to complete three Honors core courses, all of which feature a high level of faculty-student interaction. These courses can include Honors General Education Breadth or Depth classes, special Honors sections of departmental classes, or Honors special topics courses.)*

1. 2015 (Term): Course name and designation (DHA, BCA, etc.)
2. [continue... list most recent courses taught first]

*Duties of Honors Course Teacher: 1) Serve as the instructor for a 3-credit course; 2) Ensure that the course teaches and integrates the four key skills required by Honors: critical thinking, independent research, interdisciplinary learning, and civic engagement; 3) Meet regularly and individually with students outside of class, fostering both mastery of course material and broader academic success; 4) Provide prompt, detailed feedback on all assignments; 5) Support the USU Honors Program by attending Honors events, advocating for the program, and recruiting talented students to Honors.*

**Honors Thesis/Capstone Mentor** *(Honors capstones are major student research or creative projects that require at least one term of independent study with a faculty mentor.)*

1. 2015 (Term): Student’s name, “Title of Thesis/Capstone Project”
2. [continue... list most recent graduates first]

*Duties of Honors Thesis/Capstone Mentor: 1) Serve as the instructor for a 3-credit independent-study capstone course; 2) Mentor students in writing thesis/capstone proposal; 3) Meet regularly with students and committees; 4) Train students in research best practices; 5) Provide prompt, detailed feedback on drafts; 6) Help students find venues for public presentation; 7) Work with students to ensure polished final products.*

**Honors Thesis/Capstone Committee Member** *(Honors capstones are major student research or creative projects that require at least one committee member, in addition to the Honors Thesis/Capstone Mentor.)*

1. 2015 (Term): Student’s name, “Title of Thesis/Capstone Project”
2. [continue... list most recent graduates first]

*Duties of Honors Capstone Committee Member: 1) Comment on and approve thesis/capstone proposals; 2) Meet regularly with students and mentors; 3) Provide prompt, detailed feedback when requested; 4) Work with students and mentors to ensure polished final products.*

**Honors Contract Mentor** (*Honors contracts are independent student projects mentored by a faculty member. Instruction of an approved Honors student in an Honors Excel graduate course or leadership of an Honors Book Lab 4-week session qualifies as mentorship of one Honors contract. Each project applies academic knowledge in practical ways and requires at least 20 hours of student work outside the classroom.*)

1. 2015 (Term): Student's name, "Title of Contract"
2. [continue... list most recent graduates first]

*Duties of Honors Contract Mentor: 1) Mentor students in writing contract proposal (design course or choose book and lead discussion for Honors Excel or Honors Book Lab); 2) Guide students in professional completion of contracted work; 3) Meet students regularly throughout the contract; 4) Provide prompt, detailed feedback on student work and/or final products.*

## **Service**

*The Utah State University Policy Manual identifies "membership in, and leadership of, departmental, college and university committees and organizations" as evidence of service for core faculty seeking tenure and/or promotion (USU Policy 405.2.2), professional career and technical education faculty seeking tenure and/or promotion (USU Policy 405.5.2), and term faculty seeking promotion (USU Policy 405.10.1). The University Honors Program depends upon faculty engagement at the department, college, and university levels and therefore documents this work for the purposes of tenure and/or promotion, upon request.*

## **Honors Faculty Advisory Board**

YEAR, College of XXX Representative

*Duties of Honors Faculty Advisory Board Members: 1) Represent college interests at board meetings and provide college-specific feedback on program initiatives and ideas; 2) Participate in (and recruit other college faculty for) the University Honors Program admissions process by evaluating and discussing incoming and current/transfer applications; 3) Advocate for the University Honors Program within the college and communicate with faculty and administrators about the value and goals of the program; 4) Participate in University Honors Program events and create a sense of Honors community at the college level.*

## **Departmental Honors Advisor**

YEAR, Department of XX, College of YY

*Duties of Departmental Honors Advisors: 1) Provide department-specific input about the University Honors Program; 2) Communicate regularly with the University Honors Program Director to ensure accurate advising of students; 3) Serve as a committee member on departmental thesis/capstone projects (see teaching above); 4) Review and offer feedback on students' contract proposals within the department; 5) Advise department students about capstones, contracts, and other opportunities in the field; 6) Advocate for the University Honors Program within the department and communicate with faculty and administrators about the value and goals of the program; 7) Participate in University Honors Program events and create a sense of Honors community at the department level.*