

RECOMMENDED HONORS FACULTY MEMBER POLICY

(Revised per FA discussions and subsequent Honors Council approval 4-18-07)

Rationale for Recommended Honors Faculty Member designation:

The designation of Recommended Honors Faculty creates a recognized structure that clarifies the Honors Program's expectations of faculty who teach Honors Courses, complete Honors Contracts, and supervise Senior Honors Theses. The use of this designation provides guidance to department chairs in the assigning of Honors courses and creates a structured mechanism for faculty members to become formally involved with the Honors Program. This designation also benefits students in the Honors Program who are looking for faculty guidance or support on Honors related projects.

Responsibilities of a Recommended Honors Faculty Member:

All active Recommended Honors Faculty Members are expected to maintain annual involvement with Honors Program activities including any one of the following:

- teaching an Honors designated class
- supervising a Senior Honors Project or an undergraduate research project with an Honors student
- supervising an Honors Contract
- attendance at an Honors professional development activity
- participating in an extracurricular activity with Honors students

Benefits to Recommended Honors Faculty Members:

The primary benefit of Recommended Honors Faculty status is the opportunity to work with and mentor bright undergraduate students that are committed to intellectual growth and professional development. In support of the activities of Recommended Honors Faculty Members, several resources and incentives are provided to their departments:

- For each faculty member approved as a Recommended Honors Faculty Member, \$200 in professional development funds will be transferred to the Member's department professional development account.
- Support for occasional dining opportunities for Recommended Honors Faculty Members and their students, as well as for other interested faculty.
- Eligible to supervise an Honors Senior Project, which will result in additional funding to their department's professional development fund.
- Opportunity to develop and offer new Honors courses not currently offered at CMU
- Special invitations to Honors sponsored events
- Special invitations to Honors professional training opportunities
- Upon request, submit letters of support to document Honors teaching and involvement in Honors related professional development activities for reappointment, tenure, and promotion purposes.

RECOMMENDED HONORS FACULTY DESIGNATION PROCEDURES

- I. RECOMMENDED HONORS FACULTY MEMBER STATUS SHALL BE CONFERRED USING THE FOLLOWING CRITERIA:
 - A. Status as a Recommended Honors Faculty Member
 1. There shall be two types of faculty status:
 - a. Full
 - b. Provisional
 2. Criteria for Recommended Honors Faculty Member Status shall be:
 - a. Basic requirements for initial recommendation
 - (1). Be a regular member of the CMU faculty – tenured or tenure track
 - (2). Have prior teaching experience with evidence of effective student evaluations or other evidence of teaching excellence.
 - (3). Have a demonstrated ability, experience, and/or written plan for the use of creative teaching methodologies beyond traditional lecture formats
 - b. Additional requirements for retaining Recommended Honors Faculty Status. Once attaining Recommended Honors Faculty status, the faculty member must demonstrate the following in order to retain the status:
 - (1). Annual involvement with Honors Program activities including any one or more of the following:
 - teaching an Honors designated class
 - supervising a Senior Honors Project or an undergraduate research project with an Honors student
 - supervising an Honors Contract
 - attendance at an Honors professional development activity or other Honors event
 - participating in an extracurricular activity with Honors students
 - (2). Provide evidence of continued dedication to the use of creative teaching methodologies
 - (3). Provide evidence of effective teaching in Honors classes as assessed by the HON or SOS course evaluations
 - c. Terms for Recommended Honors Faculty Full Members shall be five years.
 - d. Honors Activities Requiring Recommended Honors Faculty Full Member status
 - (1). Instructing Honors classes
 - (2). Advising Senior Honors Projects
 - (3). Supervising Honors Contracts
 3. Criteria for Provisional Recommended Honors Faculty Members status shall be:
 - a. Basic requirements for selection:

- (1). Be a temporary faculty member of the CMU faculty with evidence of a long-term position,
 - (2). Have a demonstrated ability, experience, and/or written plan for the use of creative teaching methodologies beyond traditional lecture formats,
 - (3). Provide evidence of effective teaching instruction at CMU or at a previous college or university, and
 - (4). Must have support from a department chair
- b. Additional requirements for renewing Provisional Recommended Honors Faculty Member status. Each Provisional Recommended Honors Faculty Member must demonstrate one of more of the following in order to obtain Full Member status in the following year:
- (1). Maintain annual involvement with Honors Program activities including any one or more of the following:
 - teaching an Honors designated class
 - supervising a Senior Honors Project or an undergraduate research project with an Honors student
 - supervising an Honors Contract
 - attendance at an Honors professional development activity or other Honors event
 - participating in an extracurricular activity with Honors students
 - (2). Provide evidence of continued dedication to the use of creative teaching methodologies
 - (3). Provide evidence of effective teaching as assessed by the HON or SOS course evaluations
- c. Terms for Provisional Recommended Honors Faculty status shall be one year, with the expectation that the Full Member status will be earned after the successful evaluation of HON teaching or project supervision.
- d. Honors Activities Requiring Provisional Recommended Honors Faculty Member status
- (1). Instructing Honors classes
 - (2). Advising Senior Honors Projects
 - (3). Supervising Honors Contracts

B. Procedures for Recommendation and Continuance

The following procedures for recommendation and continuance should be completed prior to the assignment of any faculty member to the teaching, advising or advancement of Honors Program students. The Director of the Honors Program shall monitor adherence to the Honors Faculty Policy.

1. Procedures for Recommendation:

- a. FULL: Individual faculty members may apply for Recommended Honors Faculty Member status or Department chairs may recommend a faculty member consistent with the criteria in Section I.A.

- b. PROVISIONAL: Department chairs, based on the criteria stated in Section I.A., shall submit the names and credentials of faculty members for Provisional Recommended Honors Faculty Member status.
 - c. Applications are subject to the approval of the Director of the Honors Program in consultation with members of the Honors Council.
2. Procedures for Continuance:
- a. For reappointment to Recommended Honors Faculty Member status, a member must, within the preceding year, perform the activities of I.A.2.b. or I.A.3.b.
 - b. Each Recommended Honors Faculty Full Member will reapply for Recommended Honors Faculty Full Member status every five years. Provisional Recommended Honors Faculty Members will apply at the end of one year for Full Member status.
 - c. Failure to reapply will result in the automatic removal of the faculty member from the list of Recommended Honors Faculty Members by the Honors Program.

C. Procedures for Discontinuance

- 1. Recommendations for continuance or discontinuance are subject to the approval of the Director of the Honors Program in consultation with members of the Honors Council. Failure to meet any of the retention requirements of this policy shall be grounds for discontinuance of Recommended Honors Faculty Member status and the benefits derived from such status.
 - 2. Individual or departmental appeals of non-recommendation or discontinuance may be made to the Honors Council.
- II. Procedures for the individual Recommended Honors Faculty Member application and review process will be adopted by the Honors Council pursuant to the language of this policy.
- III. Nothing in this document shall supplant or otherwise be interpreted as a modification of the CMU-Faculty Association Agreement or any departmental bylaws.