

HONORS PROGRAM DIRECTOR

GENERAL STATEMENT:

Responsible for the coordination and development of the Honors Program.

REPORTS TO:

Vice President of Instruction

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

See "*Other*"

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years college teaching experience.

OTHER:

Full-Time Faculty Status

DUTIES AND RESPONSIBILITIES:

- Make recommendations to the Honors Council concerning policies, procedures, criteria, and curriculum designed to enhance the Honors Program.
- Recruit qualified students to participate in the Honors Program.
- Screen student applications to determine eligibility for the Honors Program and to identify students to be considered for honors scholarships.
- Work closely with division chairs in the selection and scheduling of faculty to teach in the honors program.
- Assist faculty with the development and implementation of honors courses.
- Sponsor a meeting of honors faculty at least once each semester.
- Sponsor a meeting of honors faculty and students at least once each semester.
- Attend conferences, workshops, seminars, etc., dealing with honors programs.
- Develop and supervise the honors budget.
- Sponsor and/or assist with the coordination of enrichment activities for honors faculty and students.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 10/21/97

Revised:

JD292