

**2018-2019 to 2019-2020
College Honors Institute Faculty Lead (“Coordinator”) Nomination Form**

I nominate _____ to serve as the CHC College Honors Institute Faculty Lead.

Common Questions

- When is the form due? **This Nomination Form is due to the Office of Instruction by Tuesday, April 17, 2018.** You may drop off a physical copy or email a copy to kwurtz@craftonhills.edu.
- Who may apply? Any full-time or part-time faculty member may apply.
- Who does this position report to? Vice President of Instruction.
- Who can nominate? Any faculty member may self-nominate or nominate someone else to serve as the Faculty Lead. The individual nominated will be given the opportunity to accept or reject the nomination.
- What is the term? This position will serve a two-year term and may serve multiple terms, but must be re-nominated for each term.
- Where do I submit the nomination? You may drop off a physical copy or email a copy of the completed form to kwurtz@craftonhills.edu.
- When does the position start? On the first day of the fall semester 2018.
- What is the “compensation”? If a full-time faculty member is selected for this position, the individual will receive 50% release to do this job. This is equivalent to 7.5 units during the Spring and Fall semesters. If a part-time faculty member is selected for the position, the individual may work as much as 400 hours in the fall semester and 400 hours in the spring semester at the non-instructional faculty rate (exact hours are to be determined). Summer work associated with this position is not required; however, it might be available.

College Honors Institute Faculty Lead Duties

The Honors Faculty Lead, under the direction of the Vice President of Instruction, will help lead the development and maintenance of our College Honors Institute program. Some of the responsibilities for the position may include the following:

- Chair or co-Chair the Honors Steering Committee
- Facilitate processes for approval of Honors faculty and courses
- Oversee the development and ongoing maintenance of the Honors strategic plan
- Make recommendations for professional develop related to Honors
- Coordinate with administration and discipline faculty on Honors course and program development
- Maintain a list of all Honors courses including those with pending articulation approvals
- Represent the College at monthly HTCC meeting and convey matters of significance to Honors stakeholders across campus
- Convene meetings with faculty who teach Honors courses
- Assist with budget development for Honors
- Update online materials and resources for the Honors Institute
- Coordinate/assist with formative evaluations for Honors participants

- Assist with instructional design related to Honors
- Serve as a member of the Curriculum Committee
- Organize events sponsored by the Institution, including but not limited to Honors Luncheon and Research Conference
- Write program review and planning documents
- Maintain a membership roster of all students and faculty participating in the Institution
- Update CHI tracking paperwork for each member every semester
- Maintain a list of current Honors course with instructor, day, time , room and students enrolled
- Maintain consistent contact with faculty teaching Honors courses
- Assist with the growth, development and implementation of Honors related services