

## Honors Advisory Board

### I. Structure

**Dean of Undergraduate Education  
& Administrative Assistant**

**Past Chair  
(1 year, appt. by Academic Affairs)**

**Chair  
(1 year, appt. by Academic Affairs)**

**Chair Elect  
(1 year, appt. by Academic Affairs)**

#### **Members of the Board**

*2 representatives elected from each college, academic support staff,  
library representative, & student representatives*

### II. Essential Functions

- a. Provide public relations
  - Annual invitation to area high school students to join the program
  - Invitation to freshman students
  - One stop shopping; Major Fest (booth)
  - Web site maintenance
  - General communications
- b. Showcase students' talents : Symposium of Scholarship & Creativity (SSC)
- c. Support honors students
  - Meeting place (*i.e., for all students*)
  - Tracking of criteria (*i.e., annually; continuation, warning, & d/t letters*)
  - Mentoring scholars (*end of Sophomore year*)
- d. Organize Honors classes & workshops
  - Develop & implement biannual meetings
  - Develop honor's courses
  - Collaborate with other university programs
- e. Facilitate Senior Projects
  - View & approve student proposals
  - Follow up with completion of projects
  - Support presentation of projects

**III. Responsibilities for the Chair**

- a. Oversees & coordinates the essential functions of the honors program
- b. Promotes enrichment of the academic experience for the honors students
- c. Holds honors board meetings on a regular basis (*year end report, agenda & minutes*)
- d. Encourages participation from members of the board and honors students
- e. Facilitates provision of resources, as budget allows

**IV. Responsibilities for the Chair Elect/Past Chair**

- a. Collaborates with the chair for the accomplishment of the essential functions
- b. Promotes enrichment of the academic experience for the honors students
- c. Attends honors board meetings on a regular basis

**V. Responsibilities for the Assistant Administrator to the Dean**

- a. Attends and maintains minutes for the honors board meetings on a regular basis
- b. Tracks and monitors students from pre-admission to scholar status
  - Annually sends out invitation to be a part of the honors program to area HS students
  - Sends out Invitation to UF students end of Freshman year & after 1<sup>st</sup> term and 2<sup>nd</sup> term of freshman year
  - Annual tracking of honors students status and send out either continuation, warning, or discontinuation letters
- c. Assists with SSC event
- d. Checks on tuition waiver status (overload & with honors class) & notifies business office (by 2<sup>nd</sup>/3<sup>rd</sup> week of each term)

**VI. Responsibilities for the Honors Board Members**

- a. Collaborates with the director for the accomplishment of the essential functions through involvement on a subcommittee:
  - SSC event
  - Faculty course proposals
  - Student proposals
- b. Promotes enrichment of the academic experience for the honor's students (review of proposals & finished projects)
- c. Attends honor's board meetings on a regular basis; if unable gets a back-up person
- d. Campus engagement (i.e., One stop shopping & Major Fest)