


University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to Brigett Scott, Chair of the Policy and Procedure Committee email: Brigett.scott@nicholls.edu

<input checked="" type="checkbox"/> New or <input type="checkbox"/> Revised	Section Number/Title:
Effective date:	01/14/2019
Source of Change:	<input type="checkbox"/> Policy change initiated by statute or rule from the State of Louisiana, the Board of Regents, or the University of Louisiana System Board of Supervisors <input checked="" type="checkbox"/> Policy change that are the result of activities by the policy or procedure-making bodies of the University through the President's Cabinet <input type="checkbox"/> Informational change that does not need to be cleared with policy or procedure-making bodies
Office of origin:	University Honors Program
Key contact person:	Brigett Scott
Name and location of related documents (forms, guidelines, samples, etc.): <i>Provide electronic attachments when possible</i>	Attached
Policy/procedure applies to (check all that apply):	<input checked="" type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input type="checkbox"/> All of the above
Approved by:	

REASON FOR CHANGE: Addition of Honors Faculty

Procedure(s):

PROPOSED CHANGE: PPM Committee to determine best location

FROM:

TO: Attached

Approved: 

President Jay Clane

<i>For PPM Committee use only:</i>	
Date Reviewed by PPM Committee	5/1/19
Date Sent to UC	
Date Approved by President's Cabinet	
President's Approval (signature) obtained	5/2/19
Addition/Revision to P&P Manual (date, Section, made by)	Date: 5/3/19 Section: 2.2.1.5 Made by: Budget Sect
Date of Campus Notification	5/3/19

NICHOLLS STATE UNIVERSITY

University Honors Program

Prospectus to Establish Honors Faculty

revised 10 January 2019

Description: a cohort of university faculty active in and committed to both academic and extracurricular activities of the University Honors Program.

Purpose: to recognize faculty service to the Honors Program; to engage a broader range of faculty as ambassadors of Honors education; to engage a broader range of faculty as advisors to the Honors Program; to help students recognize campus leaders in Honors education; to support university student and faculty recruiting efforts by demonstrating the university's commitment to education of high-achieving students.

Membership: a limited number of positions selected from the full- and part-time university faculty at any rank selected with involvement of both the Honors Committee (faculty) and the Honors Council (students) and according to the needs of program students and program administration and for a three-year period. In addition to the selected membership, a standing membership shall consist of current instructors of regularly offered Honors courses, current program administration (director, assistant/associate director, student activities coordinator) and past directors/coordinators), and special services faculty (Honors Abroad Coordinator, Quiz Bowl Advisor). The size of the Honors faculty shall not exceed 10% of the total number of permanent faculty on campus (currently about 25 members).

Criteria for Selected Membership:

- (1) nomination by Honors Council or Honors Committee
- (2) demonstrated outstanding service to the Honors Program, which may include course leadership, guest lecturing, thesis mentoring, Honors course credit mentoring, and participation in extramural events, and which will be assessed by Honors Council.
- (3) exemplary student evaluations
- (4) activity in professional scholarship
- (5) willingness to abide by program mission, goals, objectives, and philosophy
- (6) willingness to mentor honors students in independent study projects, including honors theses
- (7) willingness to support program requirements and serve as *ad hoc* advisor to program
- (8) willingness to help grow the program through student recruitment, retention, and completion
- (9) willingness to support extracurricular activities of the program.

Application Information:

- (1) Submission of application form, statement of interest and commitment, summary of service to program, curriculum vita.
- (2) Selection by Honors Committee and Honors Council in conference with junior and senior level program students.
- (2) Service for three-year term with opportunity for renewal. Membership changes (with exception of permanent membership) every three years.
- (3) Applications received by each 01 February.