Open Position in Academic Programs and Planning:

Director, University Honors Program

POSITION SUMMARY

The Cal Poly University Honors Program serves approximately 450 undergraduate students from nearly 60 different degree programs and all six Cal Poly colleges. As designed, the program fosters a supportive learning community where students engage with topics related to sustainability, equity, environmental justice, research, service, and leadership. Honors students need to maintain high academic performance while engaging in a curriculum focused on General Education (GE) and breadth. The curriculum includes cross-listed Honors/GE elective courses, several seminars, a capstone experience, two co-curricular experience requirements, and a yearlong first-year course. These learning experiences provide unique teaching opportunities for faculty and staff across campus.

The Honors Program is a unit of the office of Academic Programs and Planning (APP). The Director of the Honors Program is one of five directors working independently under the general supervision of the Associate Vice Provost of Academic Programs and Planning (AVP). The Honors Program Director provides leadership for all aspects of the Honors Program, assists in teaching Honors courses, advises Honors students, and works cooperatively with all six colleges, the Academic Senate, Student Affairs, ASI, and the University Leadership to promote and improve the program. The Director continuously assesses and evaluates the program, suggesting revisions and improvements to maintain educational excellence and relevance. The Director supervises one administrative support staff.

The Director of the Honors Program is a full-time, 12-month faculty position, beginning July 1, 2021. The successful candidate will be released 100% from teaching and service responsibilities in the candidate’s home department. The initial appointment will be for two years, renewable for additional three-year periods.

This position could be split between two qualified candidates as co-directors. Each would be released 50% from teaching and service responsibilities with an AY assignment and a half-time summer non-teaching assignment.
DUTIES AND RESPONSIBILITIES

The duties and responsibilities for the Director position fall under four main areas. The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive.

ESSENTIAL JOB FUNCTIONS  DAILY: 90%

Program Leadership and Administration

- Supervise administrative support staff and student assistants for the Honors Program
- Plan, prepare, and review the Honors Program budget
- Plan the annual Honors course schedule and recruit instructors
- Facilitate collaboration in program development with different units and departments on campus
- Monitor program enrollment and set enrollment targets for incoming students
- Recruit first-year students, transfer students, and continuing Cal Poly students to the program
- Manage the Honors Program Instructional Related Activities (IRAs)

Teaching, Advising, and Student Success

- Teach courses and seminars for the Honors Program, as needed
- Supervise independent study courses for Honors students
- Advise students on curricular progress and academic performance requirements
- Review and approve student forms, requests, and petitions
- Enforce academic policies of the Honors Program

Curriculum Development and Assessment

- Collaborate with faculty to develop and pilot new Honors courses, seminars, and experiences
- Continually assess student progress toward achievement of program learning objectives
- Implement the use of e-portfolios for student success and assessment
- Collect and review student evaluations of teaching for courses taught in Honors
- Lead program review efforts in AY 2021-23

Outreach, Marketing, and Advancement

- Seek and develop funding to support student/faculty research, projects, scholarship, and travel
- Coordinate publication of bi-annual newsletters and regular social media posts
- Advocate for Honors by meeting with university personnel, community partners, prospective students, parents, guidance counselors, and community college representatives
- Attend meetings and conferences associated with Honors education
RELATED JOB FUNCTIONS

- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to this position.

REQUIRED EDUCATION, EXPERIENCE, AND CREDENTIALS

- Earned doctoral degree or recognized terminal degree in the discipline
- Full-time, tenured faculty with significant teaching experience in higher education

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Commitment to accomplishing the student-centered mission of the Honors Program
- Sensitivity to the need for building a culture of diversity within the University
- Excellent ability to work effectively with students, faculty, staff, and administration
- Excellent oral, written, and presentation skills
- Superior communication and interpersonal skills
- Strong ability to work collaboratively with programs across campus to provide Honors sections of GE and support courses
- Excellent organizational and time management skills with the ability to set own priorities and coordinate multiple projects with potentially conflicting demands
- Excellent computer skills and proficiency with a variety of applications including word-processing, spreadsheets, databases, surveys, and various on-line systems
- Demonstrated ability to work successfully and collaboratively with diverse faculty and staff
- Excellent ability to use tact and diplomacy to handle a broad range of sensitive interpersonal situations with diverse personalities and to respond appropriately to conflicts and problems
- Proven ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere
- Ability to interpret, communicate, and apply university/system policies and procedures
- Proven ability to apply independent judgment, initiative, and discretion to solve problems
- Ability to adapt to changes in systems, supervisory directions, policies, and procedures
- Demonstrated high level of attention to detail

PREFERRED SKILLS, KNOWLEDGE, AND ABILITIES

- Experience in program administration, budgeting and resource allocation
- Experience working with the Honors Program

INQUIRIES OR TO BE CONSIDERED FOR THIS POSITION

Email Maureen O’Connor, Executive Assistant of the Associate Vice Provost, at moconn04@calpoly.edu with the following:

- Letter of Interest
- CV

Review of applications will begin the week of May 3. Open until filled.