

Florida Atlantic University Honors Administrative Manual

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Section 1

Promoting Exchange of Faculty Members in the Harriet L. Wilkes Honors College with Other Units of the University

Purpose: To promote greater interaction among faculty members of the Harriet L. Wilkes Honors College and other units of Florida Atlantic University; to support the development of the faculty of the Harriet L. Wilkes Honors College; to enhance the educational experience of students throughout the campuses and programs of Florida Atlantic University.

Note: While no policy currently *prevents* faculty members in the Honors College from teaching a course elsewhere in the University, the ideas explored below are intended to remind those teaching in the Harriet L. Wilkes Honors College and their colleagues elsewhere in the University of the wide range of options available to them and to clarify for faculty members the procedure for initiating a teaching exchange with other departments or on other campuses.

Protocol: A faculty member in the Harriet L. Wilkes Honors College who wishes to fulfill part of his or her teaching assignment on another campus or for another college of Florida Atlantic University should notify the dean of the Honors College at least twelve months before the start of the academic term in question, whenever practical. To the extent possible given the college's own staffing needs, the dean will work with the dean of the appropriate college and the chair of the appropriate department to accommodate this request in-load. Preference may be given to faculty members who wish to teach:

- a) a course in the University Honors Program
- b) an upper division course in the faculty member's academic discipline, or
- c) a graduate course in the faculty member's discipline.

Whenever possible, the dean of the Harriet L. Wilkes Honors College will seek to establish a cost neutral course-for-course exchange (e.g., a faculty member from the Department of Chemistry teaches a course in the Honors College in Jupiter while the Honors College faculty member teaches a graduate course in chemistry on the Boca Raton campus). Where course-for-course exchanges are not feasible, reassignments of faculty members who wish to teach for Florida Atlantic University outside the Honors College will still be considered. Whenever possible, course scheduling should be done in such a way as to both minimize the amount of travel required and to accommodate student schedules. For example, courses that meet late in the day for one or two days a week may be preferable to courses that meet mid-day for three or more days a week when faculty travel to other campuses is involved.

Faculty members who are based on one campus but who teach a course on another campus are reminded that they are eligible to use certain campus vehicles or to use a standard mileage reimbursement for this travel. Faculty members should also be aware that the Faculty Assignment Guidelines of their college may allow these courses to receive additional credit when load assignments are calculated; faculty members should discuss with their dean or department chair whether a load adjustment for travel is provided by their college.

Other means of promoting greater interaction among faculty in the Harriet L. Wilkes Honors College and other units of Florida Atlantic University that should be considered or explored in the future include the following:

- a) encouraging faculty members in the Harriet L. Wilkes Honors College to offer summer courses for other colleges within Florida Atlantic University
- b) permitting, when financially feasible, faculty members from other units at the University to offer summer courses in the Harriet L. Wilkes Honors College (**note:** because of budgetary limitations, course-for-course exchanges should be sought whenever possible)
- c) team-taught courses led by one faculty member in the University Honors Program and one faculty member from the Harriet L. Wilkes Honors College (**note:** this arrangement should be arranged in a cost-neutral manner whenever possible)
- d) other types of team-taught courses that allow members of the Honors College to work cooperatively with the faculty of one of the honors programs at Florida Atlantic University (such as an upper division honors program)
- e) with approval of the faculty member teaching the class, providing access to the one-credit Honors College Forum course to high ability students on other campuses through video-conferencing or video recording
- f) with approval of the faculty member teaching the class, providing access to the University Honors Program's SLS course to students in the Harriet L. Wilkes Honors College through video-conferencing or video recording
- g) permitting students enrolled in either the University Honors Program or the Harriet L. Wilkes Honors College to fulfill a certain number of their course requirements through the other's offerings. Permission to fulfill course requirements in this manner would be granted on a case-by-case basis by the administrator responsible for the student's primary honors

experience. This permission is granted by the dean of the Harriet L. Wilkes Honors College and/or by the Dean of Undergraduate Studies.

Section 2 Honors Faculty Members

At Florida Atlantic University, faculty members who teach courses that receive honors credit should:

1. possess a terminal degree. (NOTE: The administrator in charge of the course should notify the University Honors Council whenever an exception is made, providing a rationale for the exception.)
2. have demonstrated a strong and ongoing commitment to promoting excellence in honors education.
3. be effective in helping students approach questions from interdisciplinary perspectives.
4. possess a record of substantive and continued scholarly achievement beyond the terminal degree.
5. have experience in encouraging students to learn independently from direct sources of knowledge, such as laboratory experiences, original documents and other primary sources, data collections, service learning opportunities, and the like.
6. not merely convey information at an advanced level but also enhance the critical and creative thinking skills of their students.
7. promote the active or interactive learning of their students through such techniques as coaching, mentoring, inquiry-based methods, supervised independent study, and the like.
8. provide thorough, frequent, and constructive evaluation of students' written and oral work.
9. be willing to involve students in their own research, scholarship, or creative activity.
10. be widely available to students outside of class time and posted office hours for mentoring, conversation, guidance, and the general enhancement of the students' academic experience and personal development.

Faculty members who have taught previously in the University Honors Program can be granted Honors Faculty status upon the recommendation of the Dean of Undergraduate Studies. All full-time faculty members whose primary college of appointment is the Harriet L. Wilkes Honors College are granted Honors Faculty status.

Section 3 Degrees with a University Honors Distinction

Students who successfully complete an approved honors program at both the lower-division and upper-division will be eligible for a baccalaureate degree with a University Honors Distinction. This University Honors Distinction is different from current Latin Honors/Baccalaureate Degrees of Distinction in that the new recognition is based, not on cumulative grade point average alone, but also on completion of an enhanced and rigorous curriculum.

High ability students will thus have more than one attractive option for pursuing an honors education throughout their entire undergraduate program at Florida Atlantic University:

1. The existing Bachelor of Arts degree in Liberal Arts and Sciences offered through the Harriet L. Wilkes Honors College.
2. The new opportunity, a degree with University Honors Distinction, which could be offered by any college at the University.

Moreover, the baccalaureate degree with University Honors Distinction can be earned in several ways:

1. By completing Florida Atlantic University's University Honors Program and an approved FAU honors-in-the-major program.
2. By completing an approved honors associate degree (such as that offered by Palm Beach State College) and an approved FAU Honors-in-the-Major program.
3. By completing all degree requirements of the Harriet L. Wilkes Honors College.

Section 4 Commencement Distinction for Honors Graduates

Students who complete one of Florida Atlantic University's honors opportunities are entitled to special distinctions at commencement. Although exceptions will occur, the following distinctions are commonly used:

1. **Lower-division honors program:** cords (worn over the neck).
2. **Upper-division honors program:** silver/white/blue double cord (worn over the neck).
3. **Honors degrees (combining both lower- and upper-division):** baccalaureate stoles.

Students receiving a degree with a **University Honors Distinction** (see §3: this distinction involves successful completion of an approved honors program at both the lower- and upper-divisions) will be recognized through a white baccalaureate stole with the "University Honors" logo.

Students receiving a degree from the **Harriet L. Wilkes Honors College** will also be recognized through:

1. a distinctive medallion, which may be added to the student's regalia.
2. receipt of an additional certificate listing the student's area of concentration.

Students who successfully complete the **University Honors Program** but who do not qualify for University Honors Distinction will be recognized through:

1. an FAU red and silver cord.
2. the words "University Honors Program" added to the transcript.
3. a certificate of completion.
4. their names on a permanent plaque in Wimberly library.
5. recognition at the University Honors Program ceremony, held in the fall after their completion of the program.

Students who successfully complete an approved **Upper-Division Honors Program** but who do not qualify for University Honors Distinction will be recognized through:

1. an FAU silver/white/blue double cord. (These cords will be acquired by the Office of the Dean of Undergraduate Studies.)
2. the words "Honors in [TITLE OF PROGRAM OR DISCIPLINE]" added to the transcript.
3. any additional recognition provided by the college offering the degree.

Section 5 Responsibilities and Reporting Relationships

Expanding honors opportunities to students across the colleges and campuses of Florida Atlantic University will involve all the academic units of the institution. For the sake of clarity, the following summary reaffirms existing areas of responsibility and outlines specific reporting relationships for honors opportunities at Florida Atlantic University.

1. The **Harriet L. Wilkes Honors College**. All academic programs report to the dean of the Harriet L. Wilkes Honors College who, in turn, reports to the provost.
2. The **University Honors Program**. This program is coordinated by the Dean of Undergraduate Studies who, in turn, reports to the provost.
3. **Upper Division Honors programs**. All academic components of upper division honors programs are coordinated by the chair of the specific academic department who, in turn, reports to the dean of the college. In the case of college-wide programs, all academic components of the programs report to the dean of the college who, in turn, reports to the provost.
4. The **University Honors Council**. The University Honors Council is a both an academic affairs council and a subcommittee of the University Undergraduate Program Committee. The University Honors Council advises the University Undergraduate Programs Committee on curricular matters relating to honors education, promotes honors education across the University, and assists department chairs and deans who are responsible for their own academic honors programs.