



Utah State  
University

## University Honors Program

### Faculty Honors *Curriculum Vitae*

USU faculty may request a personalized *curriculum vitae* of Honors work at any time. The Honors Program verifies the faculty member's relevant teaching/mentoring, service, and awards and inserts terms and descriptions of that work to personalize the general template below. USU's Provost and Faculty Senate have approved this format and recognize this documentation as part of promotion and tenure dossiers. The italicized, standardized language below explains the nature and value of each kind of work. Only relevant categories appear on each *curriculum vitae*, and the non-italicized text is personalized to reflect each faculty member's engagement with the Honors Program.

#### NAME

#### USU Honors Program Roles

##### *Teaching*

*The Utah State University Policy Manual identifies "Honors or other independent study work" as documentation of teaching performance for core faculty seeking tenure and/or promotion (USU Policy 405.2.2), professional career and technical education faculty seeking tenure and/or promotion (USU Policy 405.5.2), and term faculty seeking promotion (USU Policy 405.10.1). The University Honors Program depends upon faculty work with Honors students and therefore documents this work for the purposes of tenure and/or promotion, upon request.*

**Honors Course Teacher** *(The University Honors Program requires all students to complete three Honors core courses, all of which feature a high level of faculty-student interaction. These courses can include Honors general education classes, special Honors sections of departmental classes, or Honors special topics courses.)*

- **Year (Term):** Course name, general education designation, and number of credits
- [continue... list most recent courses taught first]

*Duties of Honors Course Teacher: 1) Serve as the instructor for an Honors course (typically three credits); 2) Ensure that the course teaches and integrates the four key skills required by the Honors Program: critical thinking, independent research, interdisciplinary learning, and civic engagement; 3) Meet regularly and individually with students outside of class, fostering both mastery of course material and broader academic success; 4) Provide prompt, detailed feedback on all assignments; 5) Support the program by attending Honors events, advocating for the program, and recruiting talented Honors students.*

**Honors Capstone Mentor** (*Honors capstones are major student research or creative projects that require at least one term of independent study with a faculty mentor.*)

- **Year (Term):** Student's name, "Title of Capstone Project"
- [continue... list most recent graduates first]

*Duties of Honors Capstone Mentor: 1) Serve as the instructor for a three-credit independent-study capstone course; 2) Mentor students in writing the capstone proposal; 3) Meet regularly with students and committees; 4) Train students in research best practices; 5) Provide prompt, detailed feedback on drafts; 6) Help students find venues for public presentation; 7) Work with students to ensure polished final products.*

**Honors Capstone Committee Member** (*Honors capstones are major student research or creative projects that require at least one committee member, in addition to the Honors Capstone Mentor.*)

- **Year (Term):** Student's name, "Title of Capstone Project"
- [continue... list most recent graduates first]

*Duties of Honors Capstone Committee Member: 1) Comment on and approve capstone proposals; 2) Meet regularly with students and mentors; 3) Provide prompt, detailed feedback when requested; 4) Work with students and mentors to ensure polished final products.*

**Honors Mentoring Agreement (HMA) Mentor** (*Honors contracts are independent student projects mentored by a faculty member. Instruction of an approved Honors student in an Honors Excel graduate course qualifies as mentorship of one Honors contract. Each project applies academic knowledge in practical ways and requires at least 20 hours of student work outside the classroom.*)

- **Year (Term):** Student's name, "Title of Contract"
- [continue... list most recent graduates first]

*Duties of Honors Contract Mentor: 1) Mentor students in writing contract proposal (design course or choose book and lead discussion for Honors Excel course); 2) Guide students in professional completion of contracted work; 3) Meet students regularly throughout the contract; 4) Provide prompt, detailed feedback on student work and/or final products.*

**Supervised Teaching Activity/Honors UTF** (*Honors hires Undergraduate Teaching Fellows (UTFs) for our Introductory Experience and Think Tank General Education courses. USU's stated expectation for UTFs is that they "assist faculty mentors with day-to-day classroom management and teaching tasks and help their fellow students by providing assistance with their coursework. UTFs should meet with their faculty mentors ..., [and] the average time commitment to work as a UTF is 15 hours per week. Meeting regularly with and mentoring these UTFs in pedagogical work is required of all Honors instructors.*)

- **Year (Term):** Student's name, Course Number "Course Title" (General Education Designation), Award (if student earned award recognition for outstanding work as a UTF)

**Honors Book Lab Mentor** (*Each term, the University Honors Program offers students the opportunity to join four-week, five-person, cross-disciplinary reading groups led by volunteer faculty who have chosen the book and lead discussions.*)

- **Year (Term):** Book Title by Author Name

Duties of Honors Book Lab Mentor: 1) Propose book and write description for student recruiting; 2) Coordinate scheduling with University Honors Program staff; 3) Meet with students four times, one hour per week in weeks two through five of the term; 4) Create an experiential learning, cross-disciplinary experience for Honors students, who reflect upon that experience for Honors points.

## Service

The Utah State University Policy Manual identifies “membership in, and leadership of, departmental, college and university committees and organizations” as evidence of service for core faculty seeking tenure and/or promotion (USU Policy 405.2.2), professional career and technical education faculty seeking tenure and/or promotion (USU Policy 405.5.2), and term faculty seeking promotion (USU Policy 405.10.1). The University Honors Program depends upon faculty engagement at the department, college, and university levels and therefore documents this work for the purposes of tenure and/or promotion, upon request.

**Honors Faculty Advisory Board** (The University Honors Program appoints one faculty representative from each college (including Libraries) to offer a faculty perspective on programmatic issues. Board membership is reviewed and updated annually, and the Associate Vice President for Research (undergraduate) serves *ex officio* on the board.)

- **Year:** College of XXX Representative

Duties of Honors Faculty Advisory Board Members: 1) Represent college interests at board meetings and provide college-specific feedback on program initiatives and ideas; 2) Participate in (and recruit other college faculty for) the University Honors Program admissions process by evaluating and discussing incoming and current/transfer applications; 3) Advocate for the University Honors Program within the college and communicate with faculty and administrators about the value and goals of the program; 4) Participate in University Honors Program events and create a sense of Honors community at the college level.

**Departmental Honors Advisor** (The University Honors Program appoints one faculty representative from each department to serve as point of contact for all Honors students and faculty in the department. Service in this role is reviewed and updated annually.)

- **Year:** Department of XX, College of YY

Duties of Departmental Honors Advisors: 1) Provide department-specific input about the University Honors Program; 2) Communicate regularly with the University Honors Program Executive Director to ensure accurate advising of students; 3) Serve as a committee member on departmental capstone projects (see teaching above); 4) Review and offer feedback on students’ contract proposals within the department; 5) Advise department students about capstones, contracts, and other opportunities in the field; 6) Advocate for the University Honors Program within the department and communicate with faculty and administrators about the value and goals of the program; 7) Participate in University Honors Program events and create a sense of Honors community at the department level.

**Honors Committee Membership** (The University Honors Program invites faculty to serve on a variety of committees for the purposes of scholarship review, holistic admissions review, etc.)

- **Year:** Honors XXX Committee Member

*Duties of Honors Committee Members: 1) Attend committee meetings, as scheduled; 2) Use provided rubrics and spreadsheets to review, as necessary; 3) Contribute faculty and disciplinary perspectives to group conversations; and 4) Respond to University Honors Program staff in a timely and efficient manner.*

## ***Awards and Honors***

*The Utah State University Policy Manual (USU Policy 405) identifies the teaching and service work outlined below as performance documentation for faculty seeking tenure and/or promotion. The University Honors Program depends upon and recognizes exceptional faculty engagement in these areas with select annual awards, including the Friend of Honors, Honors Outstanding Professor (Last Lecture), and Outstanding Capstone Mentor. Brief descriptions of awards follow each award given.*

- **Year:** Friend of Honors Award (*Each year, the University Honors Program recognizes a faculty member whose service as a teacher, mentor, and community member demonstrates an exceptional commitment to Honors education. Award winners model and mentor critical thinking, independent research, interdisciplinary learning, and community engagement for students, and are thus crucial to the mission of the University Honors Program.*)
- **Year:** Honors Outstanding Professor (*Each year, Honors students nominate and a committee of Honors students interview and select an Honors Outstanding Professor, who delivers the Honors Last Lecture in the fall. These faculty have made an impact on students, both in and outside the classroom, through their teaching and mentorship.*)
- **Year:** Outstanding Capstone Mentor (*Each year, the University Honors Program recognizes two outstanding student capstones, one in STEM and one in other fields. This award commends mentors of these exceptional projects for their active mentorship and guidance of this remarkable work.*)