



University Honors Program

Honors Faculty Advisory Board Charter

1. PURPOSE OF CHARTER

The Honors Faculty Advisory Board Charter sets out the role, responsibilities, and composition of the Honors Faculty Advisory Board (“HFAB”) for the Utah State University Honors Program. (“UHP”).

The conduct of the Advisory Board and its members is also governed by [Utah State University Policy 105](#): Councils, Committees, and Boards, and the composition of the Advisory Board is governed by [Utah State University Policy 402.2.13](#): University Councils and Committees with Faculty Representatives.

2. ROLE OF THE ADVISORY BOARD

The role of the HFAB is to advise the Executive Director in support of the mission, values, and goals of the UHP, recognizing the authority of the Executive Director to oversee the operations and administration of the UHP. The HFAB’s advisory role focuses in particular on the following areas:

- Recruitment, admission, and retention of students
- Selection and distribution of scholarships and awards
- Curriculum
- Faculty and student engagement with Honors

3. RESPONSIBILITIES OF THE ADVISORY BOARD

The Executive Director of the UHP chairs the HFAB and is responsible for focusing the HFAB’s work on strategic initiatives of the program and ensuring that the operations and administration of the UHP respond to and reflect the input of the HFAB.

The responsibilities of each HFAB member include:

- Active preparation for and participation in monthly meetings of the HFAB
- Monthly check-ins with college/disciplinary or statewide counterpart on the Honors Student Advisory Board to identify barriers and pathways to retention of Honors students in the college/discipline and statewide

- Visible, vocal representation of the UHP in the college/discipline, statewide, and at UHP events
- Coordination (at least once per semester) with Departmental Honors Advisors in the college/discipline and statewide regarding messaging to faculty and students
- Timely, thoughtful, and willing engagement in review processes for Honors admissions, scholarships, awards, and GPA appeals
- Evaluation and discussion of course proposals and other aspects of the Honors curriculum

No member of the HFAB except the Executive Director may speak on behalf of the HFAB without specific authorization by the HFAB to do so.

4. MEMBERSHIP AND TERM

The HFAB includes eleven faculty members: one from each disciplinary area in USU's five academic colleges, one from University Libraries, one from the Office of Research, and one from statewide campuses. The Executive Director chairs the HFAB, and the Honors Program Coordinator (or alternative member of UHP staff) attends meetings, contributes to conversations as appropriate, and takes minutes.

Faculty members are appointed for three-year terms by the Executive Director, in consultation with the appropriate college/library Dean, Vice President (Research), or the Vice Provost (Statewide Campuses). The terms are renewable at the discretion of the Executive Director, in coordination with appropriate administrators.

5. ADVISORY BOARD MEETINGS AND DECISION-MAKING

The HFAB meets monthly during fall and spring terms of each academic year. The Executive Director of the UHP (chair) and Program Coordinator set agendas, and all HFAB members may suggest agenda items (at least a week in advance of a meeting) or add agenda items under "new business."

The Executive Director and at least one member of the UHP staff (typically the Program Coordinator) attend all meetings, and a staff member is responsible for taking and distributing minutes in a timely and efficient manner.

HFAB members are expected to declare any conflict of interest to the Executive Director immediately and to recuse themselves from decision-making that may be affected by that conflict of interest. Because of the advisory nature of the HFAB, the discussion and decision-making at meetings aim for consensus. If consensus cannot be reached, the chair will call a vote, with a simple majority representing the recommendation of the HFAB. A quorum for voting is eight present members, including the chair. All decisions are advisory, and the Executive Director makes final decisions for the UHP.

6. ADVISORY BOARD CULTURE

Because members of the HFAB represent the UHP publicly, they are expected to maintain the highest professional and ethical standards and to act in the interests of the UHP. The UHP seeks to promote a culture of candor, respectful debate, and inquiry on

the HFAB and thus depends upon members to come to meetings prepared to discuss, debate, and offer perspective on the topics at hand. The Executive Director depends upon members of the HFAB to raise concerns, as well as support decisions, and the culture of the HFAB is one of mutual respect. Members should report concerns about board culture or individual actions to the Executive Director, who will work to resolve the situation and/or refer the report to the Provost. Regular, active engagement with the UHP, the HFAB, and the faculty and students in each member's college or campus area is an important part of HFAB culture.

7. PUBLICATION AND REVIEW OF CHARTER

Parts of this charter may be included in the UHP's annual reporting, and a copy of the charter is also available on the UHP website. The HFAB will review and amend the charter annually.