**Honor Board Operating Procedures**

**1. Responsibilities—**The Honors Board, a committee of the Academic Senate, oversees the Honors Program, and is responsible for approving, monitoring, and/or evaluating all aspects of the program.

1.1 Develop the criteria to be used by the Director for approval of student applicants to the Honors Program. These criteria can be found in the NMU Undergraduate Bulletin. Student applicants who do not meet these criteria will be evaluated by the Honors Board during the academic year. If necessary, a special summer session of the Honors Board will meet to consider applications received from late-April to September.

1.2 Recommendation to the Provost of candidates for the position of Honors Program Academic Director

1.3 Approval of faculty members for honors faculty status.

1.4 First-time recommendation to the Committee on Undergraduate Programs and the Academic Senate of courses proposed to meet the upper division component requirement of the Honors Program sequence, except for special topics courses (which would need to be approved in each case).

1.5 Evaluation and continued development of all components of the Honors Program, including evaluation of faculty and theperformance of the program director.

1.6 Preparing an annual report on the Honors Program to the Academic Senate via the Chair of the Senate.

**2. Membership—**The Honors Board shall have thirteen (13) voting members, including:

Nine (9) members with faculty rank as approved by the Academic Senate. Committee terms of the nine members shall be three years, one-third of which shall expire each year.

Two (2) student members, one Freshman or Sophomore and one Junior or Senior, selected by the Honors Student Organization (HSO) in accordance with their bylaws and approved by the Honors Board.

One (1) academic Dean, appointed by the Provost

One (1) academic Department Head, appointed by the Provost

The Director of the Honors Program will serve as an ex-officio member of the Board.

If a member misses more than three meetings in a semester, the Board may ask the Committee on Elections and Committees to replace them.

**3. Elections and Term of Office**

3.1 During the last meeting of the academic year, the Honors Board shall elect a Chair, Vice-chair, and Secretary for the following year. The Chair shall have a minimum of one year's experience on the committee. The terms of office shall be one year.

3.2 Terms of Honors Board Membership shall follow CEC guidelines.

**4. Responsibilities of Officers**

4.1 The Chair shall convene meetings and coordinate the activities of Honors Board with other academic bodies on campus.

4.2 The Chair shall submit reports, including the End-of-Year Report to the Senate.

4.3 The Chair shall prepare and distribute an agenda for each regularly scheduled meeting.

4.4 The Chair shall maintain a record of the meetings and business of the committee. Minutes of the previous meeting shall normally be distributed to the membership prior to the next meeting.

4.5 The Vice-chair shall convene meetings in the Chair’s absence and lead sub-committees as assigned.

4.6 The Secretary shall take and maintain meeting minutes for distribution to committee members. ~~The Secretary will be on a rotating basis; the Chair will announce the Secretary of the Day in the agenda for each meeting. At least one back-up secretary will also be named, in the event that the secretary is absent from the meeting. The Secretary of the Day will make minutes available for committee members to review at the next Honors Board meeting, if at all possible. If it is impossible to get the minutes that quickly, the secretary will get them to the committee at the next scheduled meeting.~~

~~4.5~~4.7 Approved minutes of Honors Board meetings shall be kept on file.

**5. Meetings**

5.1 The Honors Board shall meet once or twice monthly (depending on need) during the academic year.

5.2 A quorum shall normally consist of four members present.

5.3 Approval of a motion shall require a simple majority of the quorum.

5.4 Amendments to these Bylaws shall require approval by a simple majority of the quorum and are subject to review by the Academic Senate.

**6 Subcommittees**

6.1 The faculty who are voting members on the Honors Board will compose the Faculty Advisory Subcommittee. This subcommittee will work with the Director of the Honors Program and the Associate Provost for Academic Affairs on curriculum development and the review of faculty.

6.1.1 Responsibilities of the Faculty Advisory Subcommittee:

6.1.1.1 Approval and disapproval of all eligible faculty members for Honors Faculty Status. Honors faculty status will be a requirement for teaching honors courses and the Faculty Advisory Subcommittee will establish the criteria by which faculty applicants will be judged. The subcommittee will review and modify the criteria on an annual basis. The responsibility for obtaining timely approval of Honors Faculty status rests with the individual faculty member.

6.1.1.2 If a member of the Faculty Advisory Subcommittee decides to submit an application for honors faculty status, this member should inform the Chair of the Honors Board two weeks before the submission deadline. Such members will not participate in the activities of the Faculty Advisory Subcommittee when his or her specific submission is under consideration due to a conflict of interest.

* + 1. Evaluation of faculty instruction in the Honors Program according to the AAUP Master Agreement.
			1. Faculty evaluation by the HB will be restricted to the instruction of honors courses.
			2. The Faculty Advisory Subcommittee will establish the criteria by which faculty will be evaluated. The subcommittee will review and modify the criteria on an annual basis.