

Bylaws of the Honors College

I. Mission and Vision of the University of Delaware's Honors College

The University of Delaware's Honors College has been established to recruit, retain, and graduate high-achieving undergraduate students. The Honors College will:

- Serve as a center for undergraduate excellence
- Provide opportunities for challenge, enrichment, and community for Honors College students
- Support students in their pursuits of research, leadership, graduate and professional education, and prestigious scholarship applications
- Foster diversity and inclusion
- Provide a comprehensive first-year Honors community with options for upper-class Honors living/learning communities
- Encourage relationships with faculty, staff, fellow students, and alumni
- Collaborate with Enrollment Management and the Office of Admissions to continue success in recruitment and retention
- Engage Honors alumni

II. Relationship between the Honors College and other Units

Students are primary members of their "home" college(s) (in which their major or majors reside) and secondary members of the College. No students will solely be members of the College.

III. College Faculty and Governance Structure

A. Honors College Faculty

The faculty of the Honors College shall consist of all full-time faculty members of the University who hold primary appointments in the other colleges, and appointment to the Honors College will be considered secondary.

B. Dean of the Honors College

The Dean of the Honors College is the chief representative and administrative officer of the College and will report directly to the Provost. As chief representative and administrative officer of the College, the Dean shall have general administrative authority for overseeing the College. The Dean shall exercise leadership in recommending policies to the Honors College Faculty Board, in the introduction of educational ideas and proposals to the Board, and in the stimulation of discussions leading to improvement of the Honors College. The Dean's responsibilities shall include strengthening Honors education and advocating for Honors initiatives to the University and to the community. As chief executive officer of the College, the Dean shall have final authority to make

budgetary and personnel recommendations to the Provost. A university organizational chart that includes the Dean of the Honors College can be found in Figure 1.

C. Deputy Dean of the Honors College

The Deputy Dean of the Honors College oversees the academic curriculum of the College. Along with assisting the Dean in the overall administration of the College, the Deputy Dean will focus on curricular oversight and faculty engagement, with an emphasis on inclusive excellence. Specific responsibilities will include working with the curriculum committee to evaluate and update the curriculum, piloting new curricular elements, assisting with planning of colloquium/English 110 courses and other honors offerings, reviewing individual honors contracts (IHC's), preparing standards for honors courses, add-ons, capstones and pathways and holding workshops for faculty on best practices for honors. The Deputy Dean will enhance faculty engagement with honors, including recruiting and working with new honors faculty, assisting departments with the creation of new honors degrees and collaborating with faculty liaisons on course offerings.

D. Honors College Faculty Board

I. Purpose

The Honors College Faculty Board makes policy for and provides service to the instructional, advising, and related educational activities of the Honors College.

II. Membership

A. The membership consists of:

1. Any Honors College staff member who also has a faculty appointment at the University of Delaware. This ex officio membership is by virtue of the staff position held, and ceases upon vacating it. Ex officio members do not vote.
2. Faculty members appointed to the board by virtue of a formal agreement made between the Honors College Dean, the faculty member, and the faculty member's department chair.
3. The Honors College Dean shall identify and recommend potential board member candidates to fill any vacancies or pending vacancies.
4. Every effort shall be made to ensure that representation on the Board reflects a balance from across all academic colleges.
5. The Board shall consist of 14 faculty members (except in the case of unanticipated vacancies), including at least one member from every academic college.
6. Vacancies can be filled at any time as specified in section II.B.3.

B. Board member terms

1. The term of appointment is three years beginning on the first day of the academic year following the date of appointment. Appointments are renewable for a second term with the agreement of all parties concerned.
2. Appointments should be initiated in the spring or summer to replace current board members whose terms expire at the end of the current academic year.

3. Appointments can be made at any time to fill a vacancy on the board. Such appointments are effective immediately and continue for a full three-year term beginning on the first day of the academic year after the date of appointment.
 4. Prospective members should be queried in advance to confirm their interest. No elective membership or renewal becomes final until a formal agreement with that person's department chair is executed or renewed.
- C. Service: Service on the Honors College Faculty Board shall be considered as equivalent to service at the college level (e.g., service as a college faculty senate representative) for performance evaluation purposes.
- D. Any Board member who has more than one unexcused absence from Board meetings in any academic year can be removed from the board. In addition, with the consent of two-thirds of all current Honors College Faculty Board members, an individual's membership may also be revoked for cause. This does not apply to individuals who are members by virtue of conditions in section II.A.1.

III. Meetings

- A. The Dean of the Honors College calls the meetings and presides. An agenda for Board meetings shall be distributed electronically to Board members and posted on the College website at least one week in advance of the meetings. No item introduced that is not on the published agenda may be decided by a vote taken at that meeting, although it can be the subject of a subsequent ballot.
- B. Meetings of the Honors Faculty Board will be held at least twice during the fall semester and twice during the spring semester of each academic year. One of the meetings each semester will be a General Faculty Meeting open to all Honors College Faculty. If votes are taken at the General Faculty Meeting, only Honors Faculty Board members have voting rights, as described in section IV.
- C. The Honors College professional staff shall attend the General Faculty Meetings but do not have voting rights.
- D. A portion of any meeting can be closed and limited to Faculty Board members at the request of the Dean or of two or more of the board members in attendance.
- E. Robert's Rules of Order shall be followed in the event that there may be any disagreement about proper procedure.

IV. Voting

- A. Each board member shall have one vote on any item of business.
- B. A quorum necessary for the discussion of business subject to vote shall consist of one-half of the membership plus one. Board members on leave who choose not to participate in the meeting, and vacant seats on the Board, will not be counted in determining this number.

- C. A simple majority of those voting shall decide all issues. On any matter on the published agenda, members not able to attend a meeting may participate by submitting their vote in writing (via email or otherwise) within five business days of the meeting. Intention to vote in this manner must be communicated to the Dean of the Honors College in writing prior to the scheduled meeting time.

IV. Committees

A. Curriculum Committee

A Curriculum Committee, consisting of eight to ten faculty members, shall be appointed by virtue of a formal agreement made between the Honors College Dean, the faculty member, and the faculty member's department chair. The curriculum committee must consist of members from at least four different colleges and shall not include members of the Honors Faculty Board.

- a. Responsibilities of the curriculum committee include courses and curricula, including the review and evaluation of new or provisional courses, academic policies and degree requirements; changes in structure of the academic program; related matters.
- b. Terms are for three-years and can be renewed based on mutual agreement of the Honors College Dean, the faculty member, and the faculty members department chair.

B. Formation of Additional Committees

Additional committees, whether standing or ad hoc in nature, can be established or abolished, and their membership and purposes determined, at the discretion of the Honors College Board members.

IV. Honors Faculty Liaisons

Honors Faculty Liaisons consist of one member of each department having an Honors Degree and are appointed by virtue of a formal agreement made between the Honors College Dean, the faculty member, and the faculty member's department chair. Terms are for three-years and can be renewed based on mutual agreement of the Honors College Dean, the faculty member, and the faculty member's department chair.

The role of the Honors Faculty Liaisons is to:

- Serve as a nexus between the Honors College and academic departments
- Help to integrate the goals and expectations of the Honors College with the academic curriculum and culture of each department
- Work with the Honors College to ensure that Honors students in their department are being well served
- Facilitate open communications between the Honors College and their department
- Attend the General College Faculty meeting each semester.

V. Honors College External Advisory Council

The Honors College External Advisory Council is comprised of Honors alumni and friends who have provided a high level of volunteer service to Honors and/or the University. The members of the Council serve at the invitation of the Dean. The term of service is three years, and members may be reappointed to additional terms by invitation from the Dean. The Chair of the Council is appointed by the Dean. Re-appointment as Chair is based upon mutual interest.

The Council's role is to:

- Advise and assist the Dean on matters related to nurturing relationships among the College, its graduates and the wider community.
- Advise the Dean and College staff regarding the development of priorities for the College.
- Advise Dean and College senior staff on strategies for improving the prestige and quality of the Honors College experience at UD.
- Help ensure that the College has the resources to achieve its strategic planning goals and commitments to academic excellence by being a source of financial support to the Honors College and by helping the College engage new donors and pursue important new partnerships.

VI. Honors College Student Advisory Council

This council shall consist of 15 students, ideally representing all academic colleges, each of the Fellows programs, Honors Planning Board, and the overall diversity of the Honors Student Body. Members serve a one-year term (academic year) with a one-year reappointment possible.

Expectations

- Attend two meetings each fall and spring semester
- Join a networking hour with the Honors Advisory Board in the fall or spring semester
- Represent the perspective of the Honors student body (sharing questions, concerns, and ideas)
- Maintain good academic standing within Honors
- Attend Honors College Events as a councilmember, to engage with a variety of Honors students (such as field trips, residence hall events, Ice Cream on the Porch, and faculty dinners)
- Participate in New Student Kick-off and the General Honors Award and Honors Degree Ceremonies
- Recruit and recommend fellow students as potential HSAC members and participate in the selection process

- Prepare for meetings before attending by reading materials, soliciting student feedback on agenda items, and proposing agenda items as appropriate
- When serving in your role as a council member, dress in business casual and wear official name tag

VIII. Administration of Honors Degrees

The Honors College will certify the requirements for all Honors Degrees for graduating students. These certifications are shared with each College's Dean's Office and the Office of the Registrar.

Creating and Revising Honors Degrees

A. Departmental Approval

- If a department wishes to create an Honors Degree or wishes to change the specific departmental requirements for the Honors Degree, the department faculty should meet and discuss a proposal, including how they will offer a minimum of 9 to 12 Honors credits in the major on a regular basis.
- A senior year capstone course is required for the Honors Degree. The Honors College provides capstone courses every semester, so departments do not necessarily have to offer an Honors Degree capstone course in the major.
- If a department wishes to have a capstone course designated as an Honors Degree approved capstone course, the department must submit a course syllabus and course description to the Honors College for approval. The course must meet the requirements for an Honors Degree capstone.
- The Honors College staff will consult with the department and answer any questions they have about Honors Degree requirements and how to offer Honors courses.
- After approval by the department, the Honors Degree proposal next goes to the College Committee.

B. College Approval

- A letter of support from the Honors College Dean should accompany the Honors Degree proposal. In addition to the proposal, the department should include a list of courses the department will regularly offer as Honors courses, to demonstrate how students will earn Honors credits in the major. The Honors College letter of support, as well as the information documenting how students will earn Honors credits, should accompany the Honors Degree proposal as it goes through the approval process, beginning with the college committee or appropriate faculty body.
- After review by the appropriate faculty body, the College Dean signs off on the Honors Degree proposal.

- After approval at the College level, the proposal goes to the University Faculty Senate Office for review by the Undergraduate Studies Committee.
- Note: Approval in the College of Arts and Sciences rests with the A&S Faculty Senate after review by the Educational Affairs Committee.

C. University Faculty Senate Approval

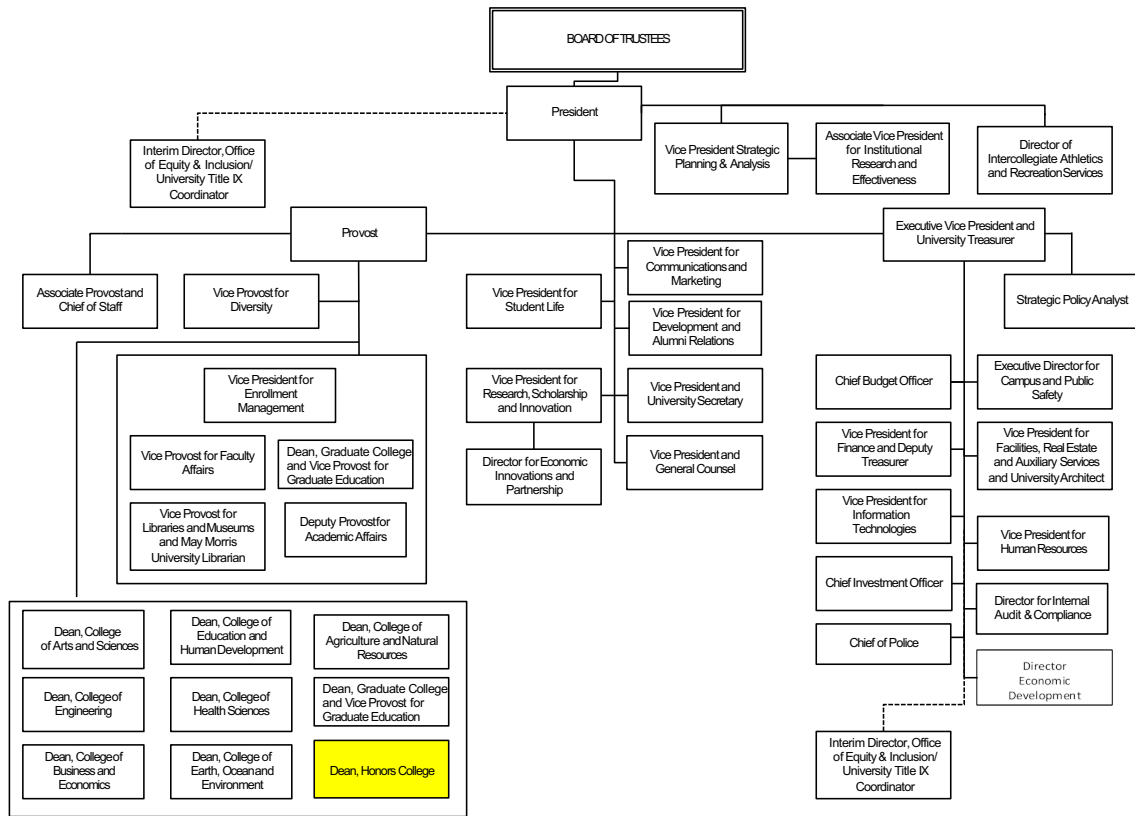
- The Undergraduate Studies Committee reviews the proposal for approval.
- The Faculty Senate Executive Committee reviews for proposal for approval.
- Next, the proposal goes to the full University Faculty Senate for approval.

D. Catalog

- Once approved by the Faculty Senate, the new Honors Degree will go into the catalog and will be entered as a degree track in the Registrar's Office.

IX. Amendment of Bylaws

These bylaws may be revised by the Honors College Faculty Board with the consent of two-thirds of those eligible to vote, provided that the proposed revision is part of the published agenda for an Honors College Faculty Board meeting.



Adapted from the University of Delaware Administrative Organization December 2018

Figure 1. Organizational chart of the University of Delaware including the proposed Honors College Dean