**Clarkson University Honors Program**

**The Constitution of the Honors Council**

The Honors Council participates in the formulation of academic and administrative policies of the Honors Program; serves as an advisory board to the Honors Program Director; and oversees the evaluation of proposals and the Honors thesis of all Honors students.

The Honors Council consists of 15 voting members, including: nine faculty members representative of the colleges and schools at Clarkson University; the Dean of Admissions; a representative from Student Affairs; and four Honors student representatives. The Honors Program Director, Associate Director, and Director of Student Life, as well as the Honors Liaison from Undergraduate Admission, serve as *ex officio* members.

Faculty members are appointed by the Provost, upon recommendation by the Faculty Senate in consultation with the Deans and shall include: four faculty members from the Wallace H. Coulter School of Engineering (ideally one each from Civil and Environmental Engineering, Mechanical and Aeronautical Engineering, Electrical and Computer Engineering, and Chemical and Biomolecular Engineering); two faculty members from two different departments of the Arts & Sciences; one faculty member from the School of Business; and two at large members of the faculty selected for their particular interest in Honors education. Faculty members generally serve 3 year terms.

The representative from Student Affairs will be appointed by the VP of Outreach and Student Affairs and will serve a three year term. Student representatives will be appointed by the student Steering Committee elected by the Honors students and each will serve a one year term.

Responsibilities of the Honors Council include:

To oversee the admission of students to the Honors Program:

To establish and review criteria for admission to the Honors Program

To assist in interviews of candidates

To review applications and to determine admission to the Honors Program

To oversee the development and maintenance of the Honors curriculum:

To review and select proposals for all HP courses

To recommend revisions to existing HP courses

To help recruit faculty to teach HP courses

To oversee the Honors Thesis and Summer Research:

To review student proposals for the Honors Thesis

To ensure consistency and parity in the quality of the Honors Thesis

To review applications for Summer Research funds

To oversee academic policy of the Honors Program:

To recommend changes and review proposals for changes in academic policy published

in the Handbook

To serve as liaison between the Honors Program and other units on campus and the community

To promote the Honors Program and honors education on campus

To attend Honors Program events such as Open Houses and Family Weekends

To support Honors students in their scholarly activities

To attend presentations by Honors students at SURE conferences

To be available as mentors and advisors for Honors students

To assist in recruiting Clarkson students to Honors and for scholarship applications

To identify promising first year students and encourage them to apply to Honors

To identify and potential applicants for major scholarships

There will be three standing committees of the Honors Council: the Admissions Committee which oversees the admission of students to the Honors Program; the Curriculum Committee which oversees the development and maintenance of the Honors curriculum; and the Research Committee, which oversees the Honors Thesis and Summer Research. Under certain circumstances these Committees may recruit additional members for limited terms who are not also members of the Honors Council, with the approval of a majority of the Council as a whole. Special ad hoc committees may also be formed for specific purposes with the approval of a majority of the Council as a whole.

The Honors Council will meet once per month during the regular semester. Subcommittees will meet as needed, generally on the same day/time and between regular Council meetings.

Meetings will be subject to Robert’s Rules of Order. Quorum requires the presence of at least 8 voting members. Minutes will be taken by the Secretary to the Honors Program and, once approved by the Council, will be posted on the Honors Program website.

This document was formally approved by the Honors Council on January 13, 2011.