

Guidelines for the Administration of the COB Honors Track

The Associate Dean for Administration and the Center for Student Success will oversee the administration of the College of Business (COB) Honors Track that is part of the University Honors Program (UHP). One COB faculty member, appointed by the Dean, will serve as Honors Track Faculty Liaison to coordinate with Honors Track students, UHP staff, and COB staff for Honors Track activities.

Among the roles and responsibilities for administration of the COB Honors Track (HT) are the following:

- 1 At the beginning of each academic year:
 - 1.1 The Center for Student Success (CSS) reports to Administrative Council (AC) about the status of the Honors Track, such as number of students in HT, number of incoming students, and estimated number of students needing thesis advisors.
 - 1.2 The Associate Dean for Administration, CSS, and the HT Faculty Liaison will discuss the need for adding instructors or courses to the list of honors sections. Section planning is ongoing but will usually be completed one academic year prior to the section being taught.
 - 1.3 The HT Faculty Liaison can participate in the AC meeting as needed.
 - 1.4 Chairs report HT matters to their departments and recruit instructors and thesis advisors.
- 2 The HT Faculty Liaison will be a designated COB representative on the UHP Honors Council.
 - 2.1 The HT Faculty Liaison helps UHP review applications each spring semester.
 - 2.2 The HT Faculty Liaison helps in obtaining student input and involvement in planning for COB honors-related activities.
 - 2.3 The HT Faculty Liaison and CSS will periodically discuss how to increase the degree of COB HT student involvement in activities, recognizing that CSS staff resources are currently near capacity.
- 3 During each academic year, the HT Faculty Liaison works with CSS and UHP staff on issues that arise.
 - 3.1 CSS will direct students to the HT Faculty Liaison for advising about COB HT questions and for help in finding a COB thesis advisor. (HT students typically begin search for a thesis in spring of their junior year. Students typically enroll in UHP 496 in fall and UHP 498 in spring.)
- 4 In March or April of each year, COB holds the “Life after Graduation” event. The event is coordinated by CSS, with input from the Faculty Liaison, UHP staff, and others.
 - 4.1 Usually, this event will include a faculty panel and a recent alumni panel.
 - 4.2 Depending on demand, the event may be opened to all COB graduating seniors.
- 5 Website update and other administrative matters:
 - 5.1 During the summer of each year, the COB HT webpage shall be reviewed and updated. This involves the AD’s office, CSS, the Faculty Liaison, and the COB Webmaster.
 - 5.2 The AD’s office will keep a tally of the completed honors theses advised by COB faculty for the purpose of monitoring the eligibility of COB thesis advisors for assigned time awards.