

## **Wichita State University Honors College Governance Bylaws**

Revised by the Honors College Student Council, March 12, 2020 S(ude)-3 (nt)2 Tw 16.153 -0.07

tracks. They apply what they have learned in class to Honors research and creative  
ships, student exchange and study abroad. Students are encouraged to meet with the Honors  
faculty, and Advisors to design a program that meets their academic needs and professional

5. Appointing Undergraduate Fellows and Faculty Fellows in consultation with current Fellows and by the procedure outlined in section 8 – Faculty Fellows;
6. Preparing and managing the Honors College budget in consultation with the Honors Councils;
7. Providing leadership and direction in the development and implementation of curricula, academic advising, and other academic activities in consultation with the Honors Councils;
8. Coordinating the operational, personnel, budgetary, and student activities of the College; 9. Reporting on the State of the College at the General Assembly each year;
10. Representing the College to other units within the University.

*B. Each year, the Dean shall appoint several Honors Students to the position of Undergraduate Fellow.*

*C. Each year, the Dean shall appoint several Honors Faculty members to the position of Faculty Fellow.*

### **Section 3—Honors College Membership**

#### *A. Student Membership*

1. Admission to the Honors College will be competitive, based on a holistic application outlined in the Admissions Committee Constitution.
  - a. Any change to the constitution must be approved by the University Honors Council to ensure the process is inclusive and accomplishes the aims of the Honors College.
2. Any student admitted to the Honors College shall be considered a member of the Honors College. Criteria for eligibility and procedures for admission to the Honors College shall be outlined in the current undergraduate catalog.
3. Responsibilities of an Honors student, definition of an “active” Honors students, and criteria for maintaining “active” Honors student status shall be outlined in the current undergraduate catalog.

#### *Section B. Faculty Membership*

1. Honors Faculty: Any faculty member who is teaching or has taught an Honors course or Honors course section or who has served on an Honors committee or council shall be considered Honors faculty.
2. Honors Faculty Fellows: Faculty from other academic colleges and the library shall be selected as Honors Faculty Fellows by a competitive application process and serve for a period of up to two years as faculty mentors for Honors students. Criteria for eligibility, procedures for selection, and responsibilities of the Honors Faculty Fellows are outlined in Section 8.

### **Section 4. General Assembly**

*At least once each year, the General Assembly shall be convened by the Dean. Each Honors Student shall and any Honors faculty or staff member may attend the General Assembly.*

1. The General Assembly shall be chaired by the Dean and shall include the following:
  - a. A report on the State of the College;
  - b. A summary of the Honors courses and events offered;
  - c. An opportunity for students and faculty to provide feedback on goals, priorities, strategic initiatives, or special projects for that year;
  - d. An open forum for student comments, questions, and suggestions relevant to the administration of the Honors College and the Honors College curriculum.

2. The General Assembly shall include the introduction of the members of the University Honors College Councils.
3. The General Assembly may include a progress report from the chair of the University Honors Student Council and an explanation of the procedure for student participation in the council
4. The General Assembly shall include a referendum on any amendment to this Charter.

### **Section 5—University Honors College Council**

*During the period between General Assemblies, governance of the Honors College shall be delegated to the University Honors College Council.*

1. Composition: Honors College Faculty Council members; Honors College Student Council members; College Dean *chair, ex-officio voting*; College Advisor, *ex officio voting*.
  - a. Honors College Faculty Council members shall be appointed in a manner prescribed in Section 6.
  - b. Honors College Student Council members shall be appointed in a manner prescribed in Section 7.
2. Meeting: The University Honors College Council shall meet at least once each fall and spring semester and at the request of the Dean or any two members who submit a signed written request to the Dean. The council must be notified of the requested meeting within one week of the Dean receiving a written request signed by two members.
3. Quorum: A quorum for a meeting of the University Honors College Council shall be a quorum of the Honors College Faculty Council and a quorum of the Honors College Student Council.
4. Charges:
  - a. Advise the Dean.
  - b. Provide a communications medium between departments/schools/divisions of other academic units (six colleges and the library) and the Dean's office.
  - c. Approve or disapprove changes in the Bylaws and Charter.
  - d. Only the faculty members of the committee shall approve or disapprove and recommend to the university's curriculum committee all approved college proposals concerning addition, deletion, or modification of courses and concerning changes in Honors College curriculum requirements. Student members may recommend to the faculty members proposals concerning addition, deletion, or modification of courses and changes in Honors College curriculum requirements.
  - e. Elect 3 faculty and 2 student members to serve on Appeal Committee, as needed.
  - f. Create and charge subcommittees as needed to carry out the responsibilities of the Council to support the work of the Honors College.
  - g. Coordinate a college review of the Dean three years after each five-year evaluation conducted by the Provost; however, in the case of a newly appointed Dean, the Council will conduct its first review in the third year following the initial appointment. The Dean should not be present during the coordination of the college's review of the Dean. However, once the Board has completed those tasks, it will report to the Dean and discuss its findings and recommendations with them.

### **Section 6 – Honors College Faculty Council**

1. Composition: 11: Nine Faculty, one from each of the Senate divisions; the College Dean, *ex-officio non-voting*; College Advisor, *ex-officio non-voting*.
2. Selection: Members shall be recommended to the Dean by the council chair by May 1<sup>st</sup> each year and, if an appointment is not made in the spring, no later than the second week of classes in the fall



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3. Term of Service: One term of service is equivalent to one Academic Year. Stipulations concerning length of service are outlined in the Constitution of the Honors College Student Council.
4. Meeting: Meeting requirements are outlined in the Constitution of the Honors College Student Council.
5. Quorum: A quorum for a meeting of the Honors College Student Council shall be a simple majority of the student members.
6. Charges:
  - a. Advise the Dean.
  - b.

- c. Term: Undergraduate Fellows will serve the college for a term of 1 year renewable at the discretion of the Dean for up to 2 years.
- d. Responsibilities may include:
  - 1. Assist in the planning and execution of the activities of the Honors College;
  - 2. Serve as members of the University Honors Student Council and University Honors College Council;
  - 3. Assist the Honors College staff in the execution of their duties;
  - 4. Fulfill other duties as requested by the Dean.

### **Section 10—Appeals**

Any student has the right to appeal a decision of the Honors Dean. In the event of a student appeal, the Dean shall call on the members of the Honors Councils to form an ad-hoc Appeal Committee no later than one month after receiving the student appeal.

- a. The student must submit the appeal in writing with supporting documents for review by the Appeal Committee.
- b. The Appeal Committee shall convene for the purpose of hearing a single appeal or multiple appeals.
- c. The Appeal Committee shall consist of the following:
  - 1. 2 student members elected by the University Honors College Council;
  - 2. 3 faculty members elected by the University Honors College Council;
  - 3. A faculty chair, who remains a voting member, elected by the Appeal Committee from among its 5 members.
- d. Any decision by the Appeal Committee may be appealed to the University Court of Academic Appeals.

The Dean, a nonvoting *ex officio* member of the Honors Councils, should not be present during the hearing of a student appeal. However, once the Appeal Committee has met, it will report to the Dean and discuss its findings and recommendations with them before reporting its decision to the student or to the University Honors College Council.

### **Section 11—Program Review**

The table below outlines the preliminary assessment plan of the Honors College and Honors Baccalaureate degree program. Honors College Faculty Fellows, the Honors College Dean, and University Honors College Council will assess the educational soundness of the program. Accreditation is not available for Honors, but the National Collegiate Honors Council offers external evaluation of Honors programs and colleges.

