



Undergraduate Honors Program Board (HPB)

Purpose & Function

The HPB meets with the Honors Director to discuss:

- potential changes to the Honors Program (curricular, administrative, and extracurricular)
- assist in program planning and development
- review of Honors courses, enrichment or internship contracts to ensure high quality of program offerings
- the recruitment of students

The HPB also works to support undergraduate research more broadly by:

- running the annual Undergraduate Research Forum
- advising on research funding amounts
- evaluating student proposals where necessary

Membership

- Honors Program Director (Chair)
- Honors Program Assistant Director
Two full-time faculty members from each college
One Librarian
One representative of the Registrar's Office
One representative of the Undergraduate Admissions Office
- All faculty appointments made by the Provost in consultation with the Honors Director
- Representative of the Registrar's Office is appointed by the Registrar
- Representative of the Undergraduate Admissions Office is appointed by the Director of University Admissions



Term

Honors Program Director (Chair) and the Honors Program Assistant Director:
Term is automatically renewed annually as long as they are employees of Marywood University.

Faculty – Three-year term, with the possibility of one additional consecutive term. Eligibility is effective again after a hiatus of one year.

Other appointments – One-year term, with the possibility of one additional consecutive term. Eligibility is effective again after a hiatus of one year.

Meetings

Meetings are held once or twice per semester.

Documentation Requirements for this University Standing Committee:



As provided in the University Standing Committee Policy, the Chair(s) of this University Standing Committee, in collaboration with the Office of the Secretary of the University and General Counsel, must provide the following documentation at the end of each Academic Year:

Annual Report: **Yes** **No**

Minutes of Meetings: **Yes** **No**

Reports To

Provost

History

3-9-2018 Upon recommendation of each respective committee and with the Faculty Senate support, the Undergraduate Research Review Committee and the Undergraduate Honors Program Board were consolidated into one committee to be known as the Undergraduate Honors Program Board (HPB). The President of the University approved this consolidation as recommended by the Policy Committee of the University.

12-1-2021 The Provost approved increasing the Faculty membership from one member from each college to two members from each college to align with the membership of other University Standing Committees which were revised due to the University's April 2017 Academic restructuring.

12-6-2021 Revisions to clarify terms, update membership and addition of the Documentation Requirements Section to the Description were approved by the Provost and Chair of this USC.