

# SEARCH FOR DIRECTOR OF THE UAF HONORS PROGRAM

UAF is recruiting internally for a new director for the Honors Program to begin on July 1, 2008. The director is responsible for a highly selective student program that intellectually challenges and serves our brightest students through small classes and engaging activities. This position is based upon a faculty workload assignment expected to be about 49% and will offer a partial summer contract extension. The workload assignment must be negotiated with the relevant Dean and a contract extension is dependent on budgetary constraints. The position will initially be a one-year commitment because UAF hopes to secure additional support for the program and may move to make the position full-time. For more information about the program contact Dr. Roy Bird at 474-6361 or ffrkb@uaf.edu or Kerrie Dufseth at 474-6612 or fnkks@uaf.edu.

**Responsibilities:** The director will establish and maintain a close working relationship with honors students; recruit outstanding UAF faculty to teach Honors courses; work with deans, department chairs, and the registrar's office to develop schedules of course offerings; work with the Development Office on external support for the program and scholarships; coordinate, develop, and administer the Honors Program including the supervision of one staff member and budget oversight; serve on selection committees for scholarships and fellowships; represent the Honors Program at university functions, e.g., Orientation and UA Scholars events; provide support in developing and coordinating new programs for Honors students in cooperation with the Honors Advisory Council; coordinate with International Programs to promote cultural exchange opportunities; provide an annual summary of Honors student enrollment, retention and completion, and Honors activities and curricular development; maintain communication with Honors alumni. The Director reports to the Assistant Provost for General Studies.

**Minimum qualifications:** Earned doctorate in an academic discipline; currently a tenured associate or full professor at UAF with a record of excellence in teaching, scholarship, and professional service; experience advising undergraduate students; knowledge of UAF's core curriculum and procedures; and demonstrated leadership experience.

**Preferred qualifications:** Expressed interest in teaching an Honors Program; curricular development experience; experience as a department chair; experience advising undergraduates to apply for prestigious fellowships and awards; and experience with external funding through donor contact and/or grant writing and administration.

**To apply:** Find position #0054908 on UAKjobs.com. The first review of applications will begin March 2nd and will continue until the position is filled. For more information, please contact Dr. Dana L. Thomas, Assistant Provost for General Studies, at ffdlt@uaf.edu or 474-6253.

**Required application materials:** Letter of application, curriculum vita, names and contact information for 3 professional references, letters or contact information from at least two undergraduate students you have advised, summary of instructional assessment survey information for at least the past 3 years and any peer or department chair review of teaching. In your letter of application, please emphasize your interest or experience in the areas of undergraduate advising, fundraising, international programs, and undergraduate research. Please describe how your current workload distribution would change to serve as Honors Director and briefly describe any continuing commitments that may impact your service; for example, existing or proposed grant activities or professional/public service commitments.

