

Portland State University
Portland, Oregon

Position Profile

Director of the University Honors College
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Prepared by:
Summit Search Solutions, Inc.



Portland State
UNIVERSITY

www.pdx.edu

About the University Honors College

Portland State University is seeking nominations and applications for the **Director of the University Honors College (UHC)**. Established as the University Scholars Program in 1969, the mission of the Honors College at Portland State University is to provide a challenging and rigorous alternative general education track for high-achieving students who plan to pursue graduate or professional school, as well as serving as a “laboratory” for the development of innovative and interdisciplinary coursework. The Honors College serves nearly 800 students, has six full time faculty, and offers an undergraduate honors degree in over 226 majors.

The Honors curriculum is designed to help students develop the critical thinking and writing skills needed to conceive and apply academic thinking to real world concepts. This research-based learning results in academic achievements that go beyond the walls of the university. UHC student research has been published in such national journals as *The New England Journal of Medicine* and *The American Journal of Cardiology*. Honors students have been the first ever to sequence spider tRNA, to have their work published in national peer-reviewed journals, and to have traveled the world from Washington, DC to Turkey in the course of their research. Our students emerge prepared to be leaders, graduating with University Honors in their chosen field, and many continue to graduate school, placing in top tier schools like Harvard, Tufts, and Cornell and teaching at (among others) Princeton and St. Andrews. To learn more: <https://www.pdx.edu/honors/>

Role of the Director of the University Honors College

The Director is responsible for all aspects of the UHC’s academic programming. The Director must provide strong leadership in the initiation and development of all programs and the promotion of excellence in teaching, scholarship, and community outreach. In policy matters the Director acts in consultation with appropriate faculty members, but is responsible for all decisions made by the College. The Director plays a leadership role in advancing all institutional initiatives, including internationalization, diversity, assessment and sustainability. In addition, the Director has substantial responsibility for fundraising.

Domains of responsibility include:

Academic Leadership

- Responsible for developing, in collaboration and consultation with the faculty of the College, the overall design of the curriculum of the College and its learning goals, as well as the individual components of that curriculum. Those components include both lower- and upper-division coursework, including the introductory core, the second-year methods courses, and the seminars and specific thesis coursework of the College.
- Responsible for the implementation of the curriculum and for developing, in collaboration with faculty and staff, assessment instruments to evaluate success in the achievement of the College’s and University’s learning goals.
- Responsible for ensuring the continued operation, and the further development of local, regional and national internships for students in the College. Consults and collaborates with College faculty and staff on the internship project.

- Responsible for ensuring robust opportunities for international study, as well as the development of new international possibilities for College students.
- Responsible for a reduced teaching load.

Structure and Governance

- Facilitates a collaborative working environment and faculty governance structures.
- Facilitates connections with other academic departments and undergraduate programs.
- Represents University leadership to her or his colleagues. As representative of the University's leadership to colleagues, the Director must convey to her or his faculty and staff the results of consultation with the leadership in a frank and timely manner, and ensure that faculty and staff are aware of developments related to all aspects of their work.

University and Community Connections

- Represents the Honors College to the University. The Director is responsible for representing and advocating for the Honors College to the rest of the University and meets regularly with the Vice Provost for Academic Personnel and Leadership Development, with the University Honors Council, and with the Faculty Senate.
- Represents the College at regional and national meetings of associations of honors colleges and programs.
- Seeks out and meets with persons and organizations capable of expanding both internship and study-abroad opportunities.
- Seeks out new opportunities for fruitful relationships with high schools and community colleges.
- Has a direct role in PSU's comprehensive campaign.

Professional Development

- Fosters and assesses, as defined by the University, the professional development and evaluation of both faculty and staff.
- Promotes interdisciplinary collaboration and research within the College, across the university, and with community partners.
- Fosters commitment to equity and diversity by creating and implementing a comprehensive diversity plan that includes actively recruiting and retaining diverse faculty, staff and students.
- Promotes and supports UHC engagement in national initiatives related to honors education.
- Leads the College in addressing issues specific to honors education.

Student Recruiting and Support

- Develops and implements, in consultation with the appropriate offices of Enrollment Management and Student Affairs, both the recruiting of appropriate students to the College, and the maintenance of records of their progress.
- Manages, in cooperation with Residence Life, the curricular and co-curricular aspects of the Honors living/learning community.

- Oversees, promotes, and advances co-curricular resources for students.
- Provides stewardship of and the further development of scholarship resources for students of the College, both intramural and extramural.
- Seeks out new and continuing possibilities of graduate scholarships and fellowships for College students (e.g., the Rhodes, Marshall, Truman and others).

Resource Development

- Develops, in consultation with the Office of Academic Affairs, a College budget.
- Responsible for the College's sound management of all resources—human resources (faculty, staff and student), fiscal resources and facilities.
- Works with faculty and staff to articulate vision for and lead fundraising efforts for the Honors College.

Qualifications and Experience

The successful Director candidate will have a strong academic and administrative background and be able to meet Portland State University and Honors College requirements for tenure. Qualified candidates must possess:

- An earned doctorate in one of the College's disciplines or a closely related discipline, from an accredited college or university.
- A significant record of involvement in Honors education regionally and nationally.
- Administrative experience in higher education.
- Experience in strategic planning, academic leadership, and enrollment management.
- Strong interpersonal and organizational skills to promote collaboration and teamwork within the College and throughout the campus.
- Sensitivity to and understanding of academic, socio-economic, cultural, disabilities, and ethnic backgrounds of a diverse student body.
- Knowledge about managing budgets and allocating resources with a high level of transparency and fairness.
- Superior communication skills - the ability to articulate a compelling message to diverse audiences; clarity in written and oral presentation.
- Demonstrated capacity to build and maintain academic programming, quality curricula development, and effective judicial process.
- Ability to maintain the highest levels of integrity at all times.
- An understanding of general education in an urban public setting is preferred.

Key Cultural Competencies

- Creates an environment that acknowledges, encourages and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.

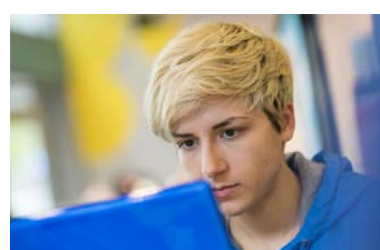
About Portland State University

Portland State University (PSU) is Oregon's urban research university recognized for excellence in sustainability and community engagement, and is located in the heart of downtown Portland. PSU offers more than 200 degrees with opportunities to work with businesses, schools and organizations on real-world projects. The University's reputation is built on excellence through accessibility, innovation, collaboration, engagement, sustainability, and transformation. As the state's only urban public university, Portland State provides comprehensive undergraduate education as well as professional education to thousands of Oregonians as well as to students from over 90 countries around the globe. Portland State is renowned for innovative academic programs and excellence – particularly in fields related to urban and public affairs; business administration; science, technology, and sustainability – that combine student learning, research, and community engagement. The university's programs continue to garner national recognition and rankings and it was named one of the top ten innovative universities in the country (US News and World Report 2016-2017). To see an up-to-date list of the outstanding PSU rankings and references by Princeton Review, Carnegie Foundation for the Advancement of Teaching and other nationally respected organizations, please click on the following link: <http://www.pdx.edu/profile/portland-state-university-rankings-and-references>

Portland State University's motto is "*Let Knowledge Serve the City.*" The University is an anchor institution, providing the Portland region with a highly-educated population, substantial economic impact, and distinctive contributions to its culture. The University promotes access, inclusion and equity as pillars of excellence. It is committed to curiosity, collaboration, stewardship and sustainability; strives for excellence and innovation that solves problems, and believes everyone should be treated with integrity and respect.

Portland State University has approximately 27,200 students with over 21,000 undergraduates and 5,600 graduate students. Some 62 percent of the students are full time, approximately 76 percent are residents of Oregon, and 64 percent are transfer students. The university offers over 200 degree programs at the bachelors, masters and doctoral level. The university has approximately 7,000 employees, including research and instructional faculty, academic professionals, managers, and staff and administrators.

For more information about Portland State University, click here: <http://www.pdx.edu/aboutpsu>





Portland

Big city excitement and small town charm make Portland, known as "the City of Roses" one of the most popular cities on the west coast. Situated approximately 70 miles from the Pacific Ocean where the Columbia and Willamette Rivers meet, Portland enjoys a magnificent setting, combining sparkling waterways with lush greenery rarely found in urban settings. Portland is home to approximately 610,000 residents and the population of the surrounding metropolitan area is approximately 2.35 million. Portland is widely recognized in national surveys and rankings as one of America's most livable cities. Click here to learn why metro Portland has become a top national tech destination: <http://www.techtownportland.com/>

Portland's historic old town, many galleries and museums, Saturday Market, Waterfront Park and an abundance of fine restaurants keep residents and visitors busy and satisfied. The performing arts in the area offer classical music, jazz and blues as well as theater and dance. Portland is just a short distance from the spectacular Columbia Gorge and Multnomah Falls, windsurfing at Hood River, valley wineries, skiing at Mt. Hood, and the drama of the Oregon coast.

Portland is known for its extensive park system of more than 200 parks. These encompass such areas as the elm shaded South Park Blocks in the downtown area and Washington Park, home of the Rose Gardens and the Japanese Gardens. Portland's Forest Park, at nearly 5,000 acres, is the largest park within a city in the U.S. and has nearly 50 miles of walking trails.

Portland's award winning mass transit system is one of the most extensive and advanced in the U.S. and includes buses and the MAX, an urban light rail line, as well as a downtown transit mall.

On clear days, the Cascade Range volcanoes **Mount Hood** and **Mount St. Helens** loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city. Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the **Pacific Crest Trail**.

If it's ocean you're looking for, the **Oregon Coast** is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-racked headlands hundreds of feet above the crashing Pacific, and miles of un-peopled beach, all of which is accessible to the public by law. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows.

Inquiries, Nominations and Applications

While applications and nominations will be accepted until the position is filled, **interested parties are encouraged to apply by March 3, 2017.**

To apply online, go to <http://www.highereddecisions.com/sss> and select this vacancy. Please submit a PDF version of your curriculum vitae and letter of interest upon application. All applications and nominations will be held in confidence.

For nominations or further information:

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Portland State University is an affirmative action/equal opportunity employer, and seeks candidates who are committed to the highest standards of scholarship and professional activities and a campus climate that supports equality, diversity and inclusion.



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