**Director, Honor System Standard Job Description**

**Classification Title:** Director, Honor System

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Director of the Honor System, under general direction, provides consistent reporting and investigation of integrity incidents and violations, implements sanctions, and ensures understanding of the importance of integrity in schools and in society as a whole.

**Essential Duties and Responsibilities:**

**40% Leadership and Management of Department Operations**

* Direct operations of the administrative functions of the department including budgeting and personnel management.
* Oversee long-range strategic planning, program evaluation, and assessment.
* Develop and maintain staffing plans to ensure effective operations of the department.
* Encourage personal and professional development of staff.

**20% Communication and Promotion of Department Services**

* Communicate and promote the services offered by the department to the community.
* Represent the department in appropriate activities both on and off campus.
* Develop and maintain marketing communication goals for departmental programs.

**10% Training and Consultation**

* Develop and conduct training programs for staff and stakeholders.
* Provide consultation to staff and the broader University community regarding departmental services.
* Serve on University committees and task forces in support of departmental initiatives.

**10% Oversight of Honor System Processes**

* Receive charges of alleged violations of the Honor Code and assign investigators.
* Determine whether alleged violations should proceed to a hearing panel and select panel members.
* Record findings of hearing panels and maintain records of Honor System proceedings.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Master’s degree in applicable field or equivalent combination of education and experience.
* Ten years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Work beyond normal office hours and/or work on weekends. Travel required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**