

**Resolution to Accept Revisions to the
Faculty Development Advisory Committee By-laws**

Whereas SCSU exists for the primary purpose of furthering academic excellence;

And whereas such purpose is facilitated by faculty participation in matters pertaining to faculty development;

And whereas the revised by-laws for the Faculty Development Advisory Committee provide for greater faculty participation;

Therefore be it resolved that the revisions to the Faculty Development Advisory Committee By-laws be accepted.

SOUTHERN CONNECTICUT STATE UNIVERSITY

FACULTY DEVELOPMENT ADVISORY COMMITTEE

By-Laws

Article I. Authority: The Faculty Development Advisory Committee (FDAC) derives its authority from Article 9.6 of the CSU-AAUP/BOT Collective Bargaining Agreement which states in part "...There shall be an appropriate committee at each University to advise the Chief Academic Officer [Provost] concerning the distribution of these [Faculty Development] funds..."

Article II. Membership: shall consist of two representatives elected by each academic school, and one each from Library Services and Counseling Services. In addition, two part-time faculty may serve as representatives. Additionally, the following constituencies shall annually provide one representative: the Faculty Senate, the Graduate Council, the Undergraduate Curriculum Forum, and the SCSU-AAUP Chapter.

Representatives from each academic school shall be elected via the Faculty Senate's election process. The representatives from Library Services and Counseling Services shall be AAUP collective bargaining unit members. Representatives from Library Services, and Counseling shall be elected from among their respective members.

Initially, and through a process of the drawing of lots, one-third of the committee will serve one-year terms, one-third will serve two-year terms and one-third will serve three year terms. Following the initial year, newly elected members will serve three years.

In consultation with the Provost, the committee may seek input from other SCSU faculty members on a temporary or on an as needed basis.

The Coordinator of Faculty Development, a member of the AAUP collective bargaining unit, appointed by the Provost with appropriate reassigned time, shall be a member of the Committee.

Article III. Function: The FDAC is responsible for providing guidance to the Provost in the planning and implementation of "...activities by and for members that enhance their ability to be productive and innovative professionals..." (CBA, Article 9.6).

More specifically, the Committee is responsible for assessing the needs of faculty, recommending programs and activities for the faculty to enhance instructional, scholarly, creative, and service responsibilities, and conducting evaluations of faculty development programs.

The Committee advises the Provost on the distribution of Faculty Development Funds.

Article IV. Committee Procedures:

The Coordinator of Faculty Development shall be the Chairperson of the Committee.

A quorum shall consist of a majority of the Committee.

The FDAC shall meet at least four times each academic year. The chairperson may call additional meetings as appropriate. The chairperson, at the request of at least 30% of the membership, shall call a meeting of the Committee.

With input from The Curriculum-Related Activities Sub-Committee, the FDAC is responsible for advising the Provost regarding the distribution of AAUP funds for "curriculum-related activities performed by full-time members during the summer or intersession" (CBA, Article 9.11). The Curriculum-Related Activities Sub-Committee shall consist of at least one representative from each school.

With input from The Faculty Development Grants Sub-Committee, the FDAC is responsible for advising the Provost regarding the distribution of AAUP funds for "...activities by and for members that enhance their ability to be productive and innovative professionals" (CBA, Article 9.6). The Faculty Development Grants Sub-Committee shall consist of at least one representative from each school.

Other sub-committees shall be formed as the need arises; the nature and scope of such committees shall be determined by the membership of the FDAC.

Votes will be by show of hands or by voice, unless a secret ballot is requested by a voting member of the Committee.

The agenda for each Committee meeting shall be distributed by the chairperson at least five working days prior to a regularly scheduled meeting. Any member of the faculty, administration, or student body may request that an item be placed on the agenda by written notice to the chairperson. Changes to the agenda may be made by the chairperson with the consent of the Committee.

Minutes of each Committee meeting shall be kept and distributed to the members within one month. Copies of the minutes shall be kept on file by the chairperson. The minutes, following approval, shall be available to faculty and administrative officers of the University upon request.

An annual report of the FDAC will be prepared by the chairperson and distributed to Committee members, administrative officers, and chairs or presidents of governance bodies having representatives on the Committee.

In the event a question of parliamentary procedure arises that is not addressed herein, a current edition of *Roberts Rules of Order* shall apply.

Article V

Amendment: These By-laws may be amended by a two-thirds vote of the Committee membership, provided the proposed amendment is distributed in writing to the members at least two weeks prior to the vote. Following Committee approval, the amended document shall be submitted to the Faculty Senate for approval.