

# SOUTHERN CONNECTICUT STATE UNIVERSITY

## FACULTY DEVELOPMENT ADVISORY COMMITTEE

### By-Laws

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- 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 concerning the distribution of these (Faculty Development [Clarification added]) funds..."
- Article II.     **Membership.**  
Membership shall consist of two representatives from each academic school, up to four at-large members, one each from Library Services and Counseling Services, and one representative from the membership of each of the following governance bodies: Faculty Senate, Graduate Council, Undergraduate Curriculum Forum, and SCSU-AAUP Chapter.
- The representatives from each academic school, at-large members, Library Sciences and Counseling Services shall be elected through the Faculty Senate. All representatives shall be AAUP collective bargaining unit members.
- The representatives from each governance body will be nominated by the chairperson or president of the respective body. Representatives from the governance bodies will serve one-year terms and may serve consecutive terms. FDAC members from each governance body will be solicited in writing annually by March 31.
- A formal request shall be made to the Faculty Senate for a special election to fill vacancies when the number of current members is determined inadequate to meet the responsibilities of the committee (e.g., when a voting member is applying for a Faculty Development/Curriculum-Related Activity Grant that year; when a voting member resigns or has a prolonged absence).
- FDAC members are expected to participate regularly in the Committee's activities (e.g., participation in meetings, contributions to Committee business, review of grant proposals). Any member who is unable to participate fully in the Committee's activities should step down to allow for a replacement. If a member does not participate in the Committee's activities and does not step down, FDAC will consult with Faculty Senate.
- Article III.    **Function.**  
The FDAC is responsible for providing guidance to the Provost regarding "activities by and for all full-time and part-time members that enhance their ability to be productive and innovative professionals" (CBA, Article 9.6, 2016-2021). More specifically, the Committee is responsible for assessing the needs of faculty and recommending programs and activities for the faculty to enhance instructional, scholarly, creative, and service responsibilities.
- The Committee will advise the Provost on the distribution of Faculty Development Funds.

Additionally, the Office of Faculty Development assists the Committee in collecting and maintaining evaluations of faculty development programs, including those funded through Faculty Development Grants and Curriculum-Related Grants.

Article IV. Committee Procedures.

The Director of Faculty Development, a member of the AAUP collective bargaining unit, appointed by the Provost with appropriate reassigned time, 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 and no fewer than two times each semester. The meetings will be scheduled by the chairperson in consultation with the committee members about their schedules. 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.

Ad-hoc committees shall be formed for specific tasks as the need arises; the nature and scope of such committees shall be determined by the membership of the FDAC.

All representatives shall attend and participate fully in discussion, sub-committee work, etc. **The chairperson shall vote to affect the outcome of the ballot.** 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 will be set by the chairperson and shall be distributed by the chairperson 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 posted on the Faculty Development website within one month. Copies of the minutes shall be kept on file by the chairperson.

An annual report including activities of the FDAC will be prepared by the Office of Faculty Development and posted on the Faculty Development website by June 30.

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the FDAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the FDAC may adopt<sup>1</sup>.

Etiquette and Recusal.

FDAC members who submit a Faculty Development and/or Curriculum-Related Activity Grant may continue to serve on the Committee, but shall recuse themselves completely from the proposal review and budget allocation processes.

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<sup>1</sup> RONR (11<sup>th</sup> ed.), p. 580, ll. 9-14.

Article V

Amendment.

These By-laws may be amended by approval of the Faculty Senate, following a two-thirds vote of the Committee membership. A proposed amendment must be distributed in writing to FDAC members at least two weeks prior to the vote. Following Committee approval, such amendment shall be submitted to the Faculty Senate for review and approval.