

Faculty Development Committee

Bylaws - April 2018

Approved by Mercy College Senate on Friday, May 4, 2018

BYLAWS

ARTICLE I: NAME

This Committee shall be known as the “Faculty Development Committee,” hereinafter referred to as the “FDC” or simply, “the Committee.” This committee shall serve as a standing committee of the Faculty Senate.

ARTICLE II: PURPOSE AND FUNCTIONS

Section 1: The purpose of the Faculty Development Committee shall be to assist in the professional growth of the faculty members of Mercy College. The Faculty Development Committee will facilitate the professional growth of the faculty members at Mercy College by providing grant monies to faculty engaged in research and scholarship. Developing faculty potential requires an environment that advances intellectual growth.

The Faculty Development Committee embraces the work of Ernest Boyer of the Carnegie Foundation, which identified four broad categories of scholarship:

- The scholarship of discovery
- The scholarship of integration
- The scholarship of application
- The scholarship of teaching

Therefore, the Committee will foster the development of scholarship through grants, semiannual faculty seminar poster sessions for grant recipients, and other professional activities throughout the year.

Section 2: Functions

- Solicit grant applications, review and monitor grant applications, and make recommendations to the Provost for funding grant applications;
- Maintain an electronic archive of Faculty Development Grant applications;
- Seek suggestions from faculty about activities (e.g. presentations, workshops, and speakers) that will encourage faculty development;
- Encourage participation in the poster sessions for two (2) faculty seminar days per year;
- Outreach to faculty about the Committee's role and purpose in faculty development.
- Announcements of upcoming FDC events

Section 3: Budget Reallocation

This applies to FDC award recipients only. Budget changes will have to be explained in an email to the Faculty Development Administrator who coordinates FDC grants. The Administrator will inform to the Chair or Co-Chairs who will approve the budget changes and record them in the following meeting's minutes.

ARTICLE III: MEMBERSHIP

§1: Composition of the Committee

The membership of the Committee shall consist of two representatives from each of the schools and one representative from the Library Learning Commons. The Provost (or his or her designee) is an ex-officio Faculty Development Committee member. The selection of faculty members to the Committee shall be by appointment of the College's Committee on Committees and approved by the Faculty Senate.

§2: Eligibility for Membership

The qualification for membership are as above. Also, faculty members should have a strong interest in the scholarship and faculty development.

§3: Membership Terms

A faculty member's term on the Committee shall commence in September of the year of his or her selection and shall be for the duration of two years. A faculty member who has served on the Committee for three consecutive two-year terms may not seek reappointment to this Committee and must step down for a minimum of one year. In the event of a mid-term appointment to fill a vacancy, the six-year term-limit "clock" shall begin in September of the year of the date of appointment. If a committee member cannot attend meetings for one year due to their schedule, a new member will be appointed from their school. The Chair or Co-Chairs will also evaluate whether the meeting should proceed, depending on the number of Committee members present.

ARTICLE IV: OFFICERS

§1: Officers

The Committee shall have the following two officers:

- Chair or Co-Chairs
- Secretary or Co-Secretary

§2: Election of Officers

The chair or co-chairs and secretary or co-secretary shall be elected at the first meeting of the academic year, and shall be determined by a majority of the members present at that meeting.

§3: Duties of the Chair or Co-Chair

The responsibility of the chair or co-chair is as follows:

The chair or co-chair shall preside over all meetings, and at each of the meetings shall report on the condition and progress of the Committee. The chair shall handle all Committee correspondence including notice of meetings.

§4: Duties of the Secretary or Co-Secretary

The secretary or co-secretary shall preside over the meeting if the chair is absent. The secretary shall record the minutes of the meeting including attendance and maintain records of the Committee.

§5: Vacancies

In the event of a vacancy of the Chair(s), the Secretary assumes the role of the Chair(s) until an election can be held. (See §2: *Election of Officers*)

ARTICLE V: MEETINGS

§1: Regular Meetings

The Committee will meet at least twice from September through May. If more meetings are needed, the committee members will be informed by the Chair or Co-Chairs. The time, place, and date of Committee meetings shall be determined by the Chair or Co-Chairs with the agreement of the members present. A notice stating the time, place and date of meetings shall be delivered by the Chair or Co-Chairs to each member of the Committee by e-mail, not less than seven (7) days before the date of the meeting.

§2: Quorum

A simple majority (over 50%) of the total membership of the Committee shall constitute a quorum at each meeting. The total membership of the Committee is 11 members plus the representative from the Office of the Provost (ex officio). Six members are required for each voting action. At the discretion of the Chair or Co-Chairs, Committee members may vote by conference call. Voting not in-person must be by e-mail and sent to the Chair or Co-Chairs.

Every member of the Committee can vote on matters brought before the Committee. Members who apply for Faculty Development Grants shall absent themselves when the Committee deliberates and votes on their application. However, those members may fully participate in other activities. Members shall observe confidentiality with regard to discussion and voting on all FDC matters including grant applications.

§3: Special meetings as needed:

At the discretion of the Chair or Co-Chairs, special meetings may be convened.

§4: Order of Business:

There shall be an agenda for each meeting provided to members, at least one week in advance of the meeting, whenever possible.

§5: Cancellation of Meetings

Meetings of the Committee may be cancelled in cases where there is a College closing or at the discretion of the chairperson.

§6: Other Meeting Modalities

Members may participate in person or via other modes as agreed upon by the Committee.

§7: *Minutes*

Minutes of the previous regular or special meeting shall be available in written form and read for approval at the next regular meeting. The minutes must be made available upon request to any Senate member. The Secretary is responsible for archiving the minutes.

§8: *Rules Regarding Non-members at Membership Meetings*

Non-member participation in committee meetings must be approved by vote of the Committee.

ARTICLE VI: Subcommittees

The Committee shall form ad hoc subcommittees from its overall membership as the situation arises. The subcommittee shall report to the full Committee on its activities and progress at each meeting.

ARTICLE VII: PARLIAMENTARY AUTHORITY

In questions of parliamentary procedure, the committee shall refer to the current edition of *Robert's Rules of Order, Newly Revised*, in all cases to which they are applicable and not inconsistent with the rules and bylaws of the Faculty Senate or the *Constitution for Faculty Participation in the Governance of Mercy College*.

ARTICLE VIII: Reports

The Committee shall produce an annual report of activities and meeting minutes by July 1 of each year and submit the report to the Provost's Office, the Faculty Senate, and college shared drives as appropriate.

ARTICLE IX: Transfer of Records

Each year, the outgoing Secretary of the committee shall deliver to the incoming Secretary, all records of the Committee including, but not limited to: bylaws, minutes, and standing rules & procedures. In the event that the incoming secretary has not yet been elected, the outgoing Secretary shall deliver the Committee's records to the Secretary of the Faculty Senate.

ARTICLE X: AMENDMENT of BYLAWS

These Bylaws may be amended at any meeting of the committee by a three-fourths yes vote of members present and voting. All proposed amendments shall be in the possession of the committee members at least one week in advance of the meeting. There must be sufficient notice to members regarding any meeting in which bylaws changes will be discussed, normally, at least one week prior to the meeting; bylaws amendments must be submitted to the Faculty Senate for review by the Senate Bylaw Committee and for final approval.