FACULTY DEVELOPMENT COMMITTEE
BY-LAWS

Article I
This Committee shall be known as the Faculty Development Committee, hereinafter referred to as the Committee.

Article II
The purpose of this 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, scholarship, and service activities. Developing faculty potential requires an environment that advances intellectual growth. The 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 and the scholarship of teaching. Therefore, the Committee will foster the development of teaching, scholarship, service and collegial activity through grants, semiannual faculty seminar poster sessions for grant recipients, and other professional activities throughout the year.

Article III
The Committee shall function in the following ways to promote and support faculty development:

- Solicit grant applications, review and monitor grant applications, and make recommendations to the Provost for funding grant applications;
- Maintain electronic archive of Faculty Development Grant applications;
- Seek suggestions from faculty about activities (e.g. presentations, workshops, and speakers) that will encourage faculty development;
- Support the poster sessions for two (2) faculty seminar days per year;
- Collaborate with the Faculty Center for Teaching and Learning (FCTL) on professional activities throughout the year;
- Outreach to faculty about the Committee's role and purpose in faculty development.
- Publicize grant recipients and amount awarded on Mercy College Website
- Weblink to FDC recipients abstract and e-mail
- Announcements of upcoming FDC events

Article IV
The membership of the Committee shall consist of two representatives from each of the schools and two representatives from the Library Learning Commons. The Provost (or his or her designee) and a representative of the Faculty Center for Teaching and Learning are ex-officio Faculty Development Committee members. 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. 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.
Article V
The Committee shall have at minimum two officers. The officers are Chair or Co-Chairs and Secretary or Co-Secretary. 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. The chair shall preside over all meetings, and at each of the meetings shall report on the condition and progress of the Committee. The 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. The chair shall handle all Committee correspondence including notice of meetings.

Article VI
The Committee will meet once per month from September through May. The time, place, and date of Committee meetings shall be determined by the chair with the agreement of the members present. Notice stating the time, place and date of meetings shall be delivered by the chair to each member of the Committee by e-mail, not less than seven (7) days before the date of the meeting. At the discretion of the Chair, special meetings may be convened.

Article VII
A simple majority (50%) of the total membership of the Committee shall constitute a quorum at each meeting. The total membership of the Committee is 12 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, Committee members may vote by conference call. Voting not in-person must be by e-mail and sent to the Chair(s). 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 will also evaluate whether the meeting should proceed, depending on the number of Committee members present.

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

Article VIII
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 faculty development matters including grant applications.

Article IX
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 X
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 XI
The by-laws may be amended by 2/3 of the membership of the Committee.
Revised: May 20, 2013