

# Faculty Development Committee

## PURPOSE:

1. To recommend policies and procedures to the Provost and Executive Director for Faculty Affairs that will result in the growth of the expertise of the faculty in areas such as:
  - Disciplinary knowledge
  - Teaching art
  - Knowledge and skills associated with scholarship and research, including the scholarship of teaching and learning.
  - Service related skills such as running effective committee meetings
  - Leadership and managerial skills
2. To conduct needs assessments and deliver programs in partnership with professional staff that address the revealed needs for:
  - New faculty
  - Established faculty
3. To sponsor University-wide intellectual and community-building activities. For example, faculty learning communities.
4. To effect and manage a mentoring program for faculty pursuing tenure or promotion.
5. To solicit and review sabbatical applications and recommend awards to the Provost per the procedures outlined in the MOA with AAUP.

## Faculty

- Officers
  - Chaired by a committee member elected by the committee at the last meeting of the academic year who will take office at the first meeting of the subsequent year. The Chairpersons shall be the presiding officers and shall:
    - administer all business of the committee
    - meet with the Provost at the beginning of the Fall semester to receive the annual charges of the committee, at the beginning of the Spring semester to provide a progress report, at the end of the Spring semester (accompanied by the chair elect if possible) to review the annual report, and as needed to discuss committee issues and transmit information on charges as they are achieved
    - submit an annual report, using the template provided by the Office of the Provost, summarizing the committee achievements and recommendations to the Provost at least two weeks before the end of the spring semester
  - Secretary elected by the committee. The Secretary shall record and transmit minutes of all committee meetings and assist the Chairperson with correspondence of the committee as requested.
- Ex-officio
  1. Associate VP for Technology Innovation
  2. Faculty development coordinator
  3. Coordinator of Adjunct Support and Engagement

- Faculty representatives
  4. Each College 1
  5. Faculty Senate 1
  6. Representative from FHSU-AAUP
- Other
  8. Library
- Sabbatical Review Subcommittee
  1. Shall consist of the college representatives and FHSU-AAUP appointee.

**HOW APPOINTED:** Deans make recommendations for their colleges/campuses; senate presidents make recommendations for their individual senates. FHSU-AAUP submits the name of the faculty selected to serve on the committee, with the Provost making the appointment.

**ROTATION:** Representatives from each of the colleges and the library will serve a three-year term and be limited to a maximum of 6 consecutive years or two 3-year terms. Student representatives will be appointed annually.

**WHEN APPOINTED:** Members will be appointed in the spring semester and take their seats at the first meeting of the subsequent fall semester.

**MEETING FREQUENCY:** The committee shall meet as necessary to conduct the business of the committee, meeting at least monthly during each academic semester.

**PARLIAMENTARY PROCEDURE** Quorum shall be met when a simple majority, that is 50% of the committee plus one, is present. No business can be conducted without a quorum present.