

Faculty Development Funding Committee

PURPOSE:	<ul style="list-style-type: none">• To recommend policies and procedures to the Provost for the equitable and effective use of funding provided through the Office of the Provost to support the scholarship of engagement, and growth in the professional knowledge and skills of the faculty.• To solicit funding requests from the faculty, evaluate and recommend the amount of support provided based on the annual budget allocated.• To recommend policies and procedures to the Provost that ensure that faculty provided funding through this mechanism are sharing the gained knowledge and expertise with their peers as a condition of reimbursement.
MEMBERSHIP:	<ul style="list-style-type: none">• Officers<ul style="list-style-type: none">○ Chaired by a faculty 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:<ul style="list-style-type: none">▪ 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, 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 membership from the faculty representatives. The Secretary shall record and transmit minutes of all committee meetings and assist the Chairperson with correspondence of the committee as requested.• Faculty representatives<ol style="list-style-type: none">1. One from each College2. Faculty Senate 13. Library 1
HOW APPOINTED:	Deans make recommendations for their colleges; senate presidents make recommendations for their individual senates
ROTATION:	Representatives from each of the colleges will serve a three-year term.
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.

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.