

FACULTY DEVELOPMENT ADVISORY COMMITTEE BYLAWS

Approved by FDAC, 29-Nov-05; revised and approved 20-April-18

I. The committee shall be named the Faculty Development Advisory Committee (FDAC).

II. The Mission of Faculty Development

- A. The central mission of Faculty Development at Eastern Illinois University is to develop and enable excellent faculty to provide high quality service and leadership across the University's integrated missions of teaching, research, scholarship and creative activities. The aim is to promote overall faculty excellence, morale, and collegiality and to facilitate superior and timely responses to changing external and internal circumstances and priorities.**

III. The Function of the Faculty Development Advisory Committee

- A. The primary function of the Faculty Development Advisory Committee is to assist and advise the Director of Faculty Development in fulfilling the mission of Faculty Development and in providing professional development opportunities to Eastern Illinois University faculty in the following areas:**
- Teaching effectiveness**
 - Research and creative activities**
 - Integration of instructional technologies**
 - Early, middle-and late or veteran career needs and interests**

IV. Roles and Responsibilities of the Faculty Development Advisory Committee

- A. The FDAC advises and assists the Director of Faculty Development in planning for each academic year and in providing a variety of programs, activities and resources that are relevant to the professional development of faculty at Eastern Illinois University.**
- B. The FDAC is responsible for selecting recipients of Faculty Development Support Grants and/or other Faculty Development awards and stipends. Each FDAC member shall protect the confidentiality of information relevant to these awards.**
- C. It is the responsibility of each member of the FDAC to be aware of the professional development needs of Eastern's faculty and to help address them in accordance with Faculty Development's mission, the University's mission and University policy.**
- D. The FDAC shall assess and refine its mission and functions periodically, at least once every three years.**
- E. The FDAC bylaws may be reviewed at the end of each academic year. A simple majority of the members voting at a scheduled meeting is needed to change the bylaws.**

V. Meetings

- A. The FDAC shall meet at least once a month during the academic year.**
- B. A quorum shall consist of at least a majority of the voting member of the FDAC.**
- C. Other meetings of the FDAC or its subcommittees shall occur as necessary.**

VI. Membership

- A. The FDAC shall consist of**
 - a. Two faculty members from each of the four Colleges, with one appointed by the Faculty Senate and one appointed by the Provost**
 - b. One faculty member from the Library, appointed by the Provost**
 - c. One Dean, appointed by the Provost**
 - d. One Department Chair, appointed by the Provost**
 - e. A representative from the Provost's Office (non-voting, ex officio)**
 - f. The Director of Faculty Development (non-voting, ex officio)**
- B. The term of service shall be three years for each represented area. Appointments to the FDAC shall be staggered so that roughly one-third of the voting FDAC members are appointed each year.**
- C. Each committee member's term of service shall begin effective with the Fall Semester succeeding his/her selection.**
- D. A member who will be absent for an extended period of time and who is unable to serve (e.g., sabbatical, sick leave, etc.) shall be replaced by an appropriate alternate for that period. If no alternate has been designated and a replacement is needed, it is the responsibility of the FDAC to provide one.**

VII. Officers and Subcommittees

- A. The Director of Faculty Development and Innovation Center shall work with the Chair of the FDAC to call meetings as needed and setting agendas for these meetings.**

B. At the beginning of each Fall semester, the FDAC shall elect one of their members as Chair. The Chair shall meet with the Director at least a week before each month's scheduled FDAC meeting to help decide on the agenda, and will help run the meetings.

C. One voting member of the FDAC shall be elected to serve as Recorder, who will be responsible for taking and preparing minutes of FDAC meetings.

D. The FDAC may choose to elect additional committee officers and form subcommittees as needed.

VIII. Voting

A. Hand votes may be used on general committee matters, except when Robert's Rules of Order is invoked.

B. Voting shall be conducted upon the completion of discussion of the motion or item under consideration. Voting may be postponed to a subsequent FDAC meeting if a majority of members in attendance so desire.

C. Votes cast as abstentions are not counted as votes.

D. There shall be no absentee or proxy votes.