

FACULTY DEVELOPMENT AND INNOVATION CENTER ADVISORY COMMITTEE BYLAWS

Approved by FDIC Advisory Committee, Dec. 12, 2019

I. The committee shall be named the Faculty Development and Innovation Center Advisory Committee (FDIC Advisory Committee).

II. FDIC Mission, Vision, and Values

A. FDIC Mission

The FDIC helps Eastern Illinois University faculty achieve and maintain excellence in teaching, scholarship, and creativity through training opportunities, grants, and fostering a community of collegial learning.

B. FDIC Vision

FDIC will promote a faculty-initiated culture of collaboration, innovation, scholarship, and student-centered teaching excellence.

C. FDIC Values

The core values of FDIC that guide our practices are:

- Encouraging faculty excellence and benefiting the students we educate.
- Striving for equity, access, and support for professional development for all faculty and at all stages of their careers
- Supporting a climate for innovation and scholarship through grants
- Encouraging judicious use of technology to support teaching and learning
- Encouraging a culture of collegiality and collaboration through social and professional activities
- Identifying and providing access to resources for addressing the changing environment within and outside of EIU

III. Roles and Responsibilities of the FDIC Advisory Committee

- A. The primary function of the FDIC Advisory Committee is to assist and advise the Director of Faculty Development and Innovation Center in fulfilling the mission of Faculty Development and in providing professional development opportunities to Eastern Illinois University.
- B. The FDIC Advisory Committee advises and assists the Director of Faculty Development and Innovation Center in planning for each academic year and in providing a variety of programs, activities and resources that are relevant to the professional development of Eastern Illinois University faculty.

- C. The FDIC Advisory Committee is responsible for selecting recipients of Faculty Development Grants and/or other Faculty Development awards and stipends. Each FDIC Advisory Committee member shall protect the confidentiality of information relevant to these awards.
 - a. Any member of the FDIC Advisory Committee may apply for Partnership Grants (or other grants awarded by the FDIC). However, this individual is excluded from all discussions or evaluations of applications during the period in which they have an application.
- D. It is the responsibility of each member of the FDIC Advisory Committee 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.
- E. The FDIC Advisory Committee shall assess and refine its mission and functions periodically, at least once every three years.
- F. The FDIC Advisory Committee 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 FDIC Advisory Committee shall meet at least once a month during the academic year either face-to-face or online (that is, about four times per semester).
- B. A quorum shall consist of seven (a majority of the thirteen) voting members of the FDIC Advisory Committee.
- C. Other meetings of the FDIC Advisory Committee or its subcommittees shall occur as necessary.

VI. Membership

- A. The FDIC Advisory Committee 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 and Innovation Center (non-voting, ex officio)
 - g. An additional representative from the Provost's Office or FDIC (non-voting, ex officio)
- B. The term of service shall be three years for each represented area. Appointments to the FDIC Advisory Committee shall be staggered so that roughly one-third of the voting FDIC Advisory Committee 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. Members of the FDIC Advisory Committee are expected to attend a majority of meetings (at least 5 of 8 meetings) during the academic year. Members who do not attend the requisite number of meetings will forfeit their position on the committee.
- E. A member who will be absent for an extended period of time and who is unable to serve (e.g., sabbatical, sick leave, teaching schedule, etc.) shall be replaced by an appropriate alternate for that period based on appointment (e.g., Faculty Senate, Provost, ad hoc).

VII. Officers and Subcommittees

- A. The Director of Faculty Development and Innovation Center shall work with the Chair of the FDIC Advisory Committee to call meetings as needed and setting agendas for these meetings.
- B. At the beginning of each Fall semester, the FDIC Advisory Committee shall elect one of their members as Chair and one as Vice-Chair. The Chair and Vice-Chair shall meet with the Director at least a week before each month's scheduled FDIC Advisory Committee meeting to help decide on the agenda; they will also help run the meetings.
- C. One voting member of the FDIC Advisory Committee shall be elected to serve as Recorder, who will be responsible for taking and preparing minutes of FDIC Advisory Committee meetings.
- D. The FDIC Advisory Committee 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 FDIC Advisory Committee 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.