

## **College of Health and Human Performance Faculty Advisory Council Operating Code**

### **Article 1 – Objective and Purpose**

The Faculty Advisory Council serves as a voice of the faculty and advisor to the Dean of the college on matters of interest and concern to the faculty.

In this capacity the Council's primary purpose is to serve as a liaison between the members of the faculty and the Dean by:

- facilitating communication,
- sharing concerns,
- recommending improvements and
- encouraging ideas to enhance the reputation of the college.

### **Article 2 - Membership**

Members of the Council are elected from the tenured college faculty to three year staggered terms comprised of one member from each of the departments of the College and two at large members. No department may have more than 2 members serving at one time. Members may not serve on the College Administrative Team and the Faculty Advisory Council at the same time. The FAC will elect its own chair.

### **Article 3 – Terms of Service**

Each member shall serve for three years unless elected to fulfill the unexpired term of a prior member. Members may not serve consecutive three year terms. The term of service will begin with the fall semester.

### **Article 4 – Election of Members**

Members will be elected via college wide vote under the direction of the Council. Faculty not eligible to serve or who decline to be considered will have their names excluded from the ballot. Elections will usually be held in the spring semester.

The Chair of the Council with assistance from the Dean's office staff will develop, distribute and receive the ballots. Within 24 hours of the close of the election process, the ballots will be counted by at least two members of the FAC and the results reported to the College.

In the event of a vacancy occurs on the council, an election to fill the unexpired term of the vacating member according to the process outlined above. The elected members will have the opportunity for election to a full three year term.

### **Article 5 – Responsibilities**

Members are elected to represent the interests and concerns of the faculty to the Dean and through the Dean to the Administrative Team by providing a forum for communication to and from faculty on topics of interest to one or more units of the College. Additionally, the FAC through membership on the College Council provides input on the development of policy and procedures that impact the faculty as a whole.

In addition to being a voice for the faculty, the committee has five additional responsibilities: Annual review and selection of faculty to receive university-sponsored sabbaticals; supervision of the election of members to the faculty senate; the election of members of the CHHP - Tenure and Promotion Committee, election of a representative to the CHHP College Council and coordination of the annual evaluation of the deans and department chairs.

#### **Article 6 – Officer and Duties**

The only officer of the Faculty Advisory Council shall be the chair who will be elected from the membership. The chair shall serve a one year term with an opportunity for one additional consecutive term. Although not required, the FAC has historically rotated the position of chair by department.

The chair is responsible for the conduct of meetings and setting the agenda with input from the members. The chair will be elected at the first meeting of the FAC during the fall semester.

The Chair will have the responsibility to communicate with the Dean on matters of concern to the faculty brought to the attention of the FAC.

#### **Article 7 – Meetings**

The Council will meet at the beginning of the fall semester in order to elect the chair and determine regular meeting times for the semester. Meetings may be called by any member of the Council or by the Dean for the purpose of discussing items of concern or interest to the faculty.

#### **Article 8 – Amendments**

Amendments to this Operating Code may be proposed by any faculty member of the College including those holding administrative positions. These amendments will be presented along with an appropriate rationale to the FAC for review to ensure consistency with this operating code and the College Constitution. The proposed amendment will be presented to the faculty of the College for approval. A simple majority of those voting will be required for approval.

Approved by the College Council: July 31, 2007