

Bylaws for Faculty Governance

Contents

0. Preamble
1. CCPS Standing Committees including purpose, membership, rules, and election procedures
 - A. Faculty Advisory Committee (FAC)
 - B. College Personnel Committee (CPC)
 - C. College Curriculum Committee (CCC)
 - D. International Education Committee
2. CCPS Representation in University Faculty Governance
3. Election Procedures for CCPS Representation in University Faculty Governance
4. Miscellaneous Provisions

0. Preamble

CCPS Faculty Governance is a deliberative and broadly representative forum that exists to consider the activities of the University's College of Community and Public Service (CCPS) in all of its facets, with particular attention to educational objectives and those matters that affect the common interests of faculty, staff, and students. Any standing committee may recommend general policies and otherwise advise the Dean of CCPS. All standing committees are authorized to initiate policy proposals as well as to express their judgment on those submitted to it by the administrative officers of the University and its various academic divisions. CCPS Faculty Governance is also empowered to request information through appropriate channels from the University administration.

1. CCPS Faculty Governance Committees

A. *College Advisory Committee (CAC)*

a. *Charge*

1. To make recommendations to the Dean regarding all matters affecting the College of Community and Public Service and/or its faculty, subject to the petition power of the faculty.
2. To administer elections to the faculty governance committees including nominations for all committees except for the nominations for the College Personnel Committee (CPC) and College Curriculum Committee (CCC), which shall be handled by each Unit.
3. To call, set agenda, and conduct Assembly meetings, the Chair of the Committee or his/her designate acting as Chair of all Assembly meetings, subject to the petition power of the faculty.
4. Reviewing the functioning of all standing CCPS committees, forming committees as necessary, and facilitating and supervising referenda and assemblies as called under these Bylaws.

5. The CAC will serve as liaison between the faculty and the Dean.
6. The CAC will serve as liaison between the faculty and university governance.
7. The CAC will advise the Dean on policies and issues within CCPS, which includes the overall CCPS budget, the feasibility and desirability of new programs, and staff support for CCPS committees.
8. The CAC shall seek to represent the general interests of the CCPS faculty collectively. Although the CAC shall always prefer a cooperative relationship with the Dean in particular and the administration in general, the CAC will represent faculty interests first and foremost.
9. With regards to its advisory role, the CAC shall issue a statement to the CCPS faculty whenever such consultation takes place. The statement shall include, but is not limited to, indication as to the position of the CAC on the respective issue(s). It shall also indicate the committee's affirmation, neutrality, or disapproval of the Dean's decision or course of action.

b. Membership

The College Advisory Committee will have seven members comprising of one member from each school/department including the Johnson Center for Philanthropy, the CCPS Undergrad Advising Center and one at-large position. The Dean, or a designated representative of the Dean, is an *ex-officio, non-voting* member of the College Advisory Committee. Membership on the CAC requires regular attendance at meetings and full participation in the committee's business. The committee must have at least one female and one minority among its membership. While EAP staff and affiliate faculty may serve, the majority of the committee must be regular faculty.

c. Standard Meeting Times

The CAC shall have a standard meeting time, which will be communicated as part of the announcement of elections each year. CAC normally meets once a month, but may meet more often if necessary.

d. Length of Terms

The standard term on the CAC is three years which will be staggered among the members. Faculty may be elected to terms of shorter length to fill vacancies. Terms begin the Monday of finals week of Winter semester. Prior to the first day of Spring/Summer semester (each year), each committee must choose its Chair for the following academic year. It is the responsibility of the Chair whose term is expiring to make sure the selection occurs. Whenever possible, rank and experience should be taken into consideration in choosing a Chair.

Faculty may not serve, and must relinquish his or her seat, on the CAC while on sabbatical leave, or any other leave of a semester or longer in duration.

e. Attendance at Meetings

Committee members should make all efforts to attend all committees meetings. If a committee member cannot attend a meeting, he or she must inform the chair beforehand. No substitutes or alternates are allowed.

f. Internal Bylaws of Committees.

The CAC may develop internal bylaws and procedures to describe the selection of officers, procedures to handle responsibilities and other matters. Internal bylaws must be consistent with university policy and these Bylaws. Internal bylaws need to be approved by the CCPS voting members. All internal bylaws, once approved, shall be publicly available.

B. Personnel Committee (CPC)

a. Charge

1. The CCPS Personnel Committee (CPC) will review and recommend to the Dean on all contract renewals, promotion and tenure decisions, dismissal for adequate cause, personnel policies, and issues, and other requirements of the Faculty Handbook. It will also make recommendations to the Dean on sabbatical applications.
2. The CPC may make recommendations to the Dean and/or the Faculty Advisory Council concerning other personnel matters or policies, upon their own initiative, or upon the request of the Dean or Faculty council.

b. Membership

1. The College Personnel Committee shall have at least five members who will be **tenured** faculty. There shall be no more than two members from each unit within the College and there should be at least one member from each unit. If no tenured member is elected from a unit, an at large member will be elected. Committee may not exceed 7 persons.
2. At the first meeting of the academic term, the members of the CPC will vote on whether or not to invite the Dean of the College to attend their meetings on personnel actions as provided for by University policy.
3. Membership on the CPC requires regular attendance at meetings and full participation in the committee's business.

c. Standard Meeting Times

Each committee shall have a standard meeting time, which will be communicated as part of the announcement of elections each year. The CPC meets when necessary.

d. Length of Terms

The standard term on CPC is three years which will be staggered among the members. Faculty may be elected to terms of shorter length to fill vacancies. Terms begin the Monday of finals week of Winter semester. Prior to the first day of Spring/Summer semester (each year), each committee must choose its Chair for the following academic year. It is the responsibility of the Chair whose term is expiring to make sure the selection occurs. Whenever possible, rank and experience should be taken into consideration in choosing a Chair.

Faculty may not serve, and must relinquish his or her seat, on CPC while on sabbatical leave, or any other leave of a semester or longer in duration.

e. Attendance at Meetings

Committee members should make all efforts to attend all committees meetings. If a committee member cannot attend a meeting, he or she must inform the chair beforehand. No substitutes or alternates are allowed.

f. Internal Bylaws of Committees

The CPC may develop internal bylaws and procedures to describe the selection of officers, procedures to handle responsibilities and other matters. Internal bylaws must be consistent with university policy and these Bylaws. Internal bylaws need to be approved by the FAC, and the CPC internal bylaws also need the approval of CCPS faculty. All internal bylaws, once approved, shall be publicly available.

C. Curriculum Committee (CCC)

a. Charge

1. The CCPS Curriculum Committee (CCC) will review and recommend to the Dean on all curricular matters, including, but not limited to, proposals for new courses or programs, course and program changes, program requirements, and general education courses. It will review proposals for potential overlap with, or effect on, other disciplines, units, or colleges. The CCC can inform the Dean's office of requests to assist with communication and coordination among affected disciplines, units, and colleges.
2. Other information: If the committee has questions about curricular issues pertaining to a unit that is not represented on the committee, the committee shall consult with the relevant unit head and/or the author(s) of curricular proposals from that unit.

b. Membership

1. The College Curriculum Committee shall have five members each comprising of one member from each school/department and one at-large position. Membership must include at least female and one minority. If these are not available among the CCPS faculty the Provost in consultation with the CCPS Dean may appoint as necessary.
2. The Dean, or a designated representative of the Dean, is an *ex-officio, non-voting* member of the College Curriculum Committee. Membership on a CCPS faculty governance committee requires regular attendance at meetings and full participation in the committee's business.

c. Standard Meeting Times

Each committee shall have a standard meeting time, which will be communicated as part of the announcement of elections each year. The CCC meets when necessary.

d. Length of Terms

The standard term on a committee is three years which will be staggered among the members. Faculty may be elected to terms of shorter length to fill vacancies. Terms begin the Monday of finals week of Winter semester. Prior to the first day of Spring/Summer semester (each year), each committee must choose its Chair for the following academic year. It is the responsibility of the Chair whose term is expiring to make sure the selection occurs. Whenever possible, rank and experience should be taken into consideration in choosing a Chair.

Faculty may not serve, and must relinquish his or her seat, on CCC while on sabbatical leave, or any other leave of a semester or longer in duration.

e. Attendance at Meetings

Committee members should make all efforts to attend all committees meetings. If a committee member cannot attend a meeting, he or she must inform the chair beforehand. No substitutes or alternates are allowed.

f. Internal Bylaws of Committees

The CCC may develop internal bylaws and procedures to describe the selection of officers, procedures to handle responsibilities and other matters. Internal bylaws must be consistent with university policy and these Bylaws. Internal bylaws need to be approved by the FAC, and the CCC internal bylaws also need the approval of CCPS faculty. All internal bylaws, once approved, shall be publicly available.

D. International Education Committee

a. Charge

1. The CCPS International Education Committee (IEC) will promote internationalization of the College through curriculum and program development, faculty development, student support, and other initiatives consistent with the goals of the college and the university.

b. Membership

1. The CCPS International Education Committee (IEC) shall have three members which will be elected from the CCPS faculty.
2. The Dean, or a designated representative of the Dean, is an *ex-officio, non-voting* member of the IEC

c. Standard Meeting Times

The IEC shall have a standard meeting time, which will be communicated as part of the announcement of elections each year. The IEC meets when necessary.

d. Length of Terms

The standard term on a committee is three years which will be staggered among the members. Faculty may be elected to terms of shorter length to fill vacancies. Terms begin the Monday of finals week of Winter semester. Prior to the first day of Spring/Summer semester (each year), each committee must choose its Chair for the following academic year. It is the responsibility of the Chair whose term is expiring to make sure the selection occurs. Whenever possible, rank and experience should be taken into consideration in choosing a Chair.

Faculty may not serve, and must relinquish his or her seat, on IEC while on sabbatical leave, or any other leave of a semester or longer in duration.

e. Attendance at Meetings

Committee members should make all efforts to attend all committees meetings. If a committee member cannot attend a meeting, he or she must inform the chair beforehand. No substitutes or alternates are allowed.

f. Internal Bylaws of Committees

The IEC may develop internal bylaws and procedures to describe the selection of officers, procedures to handle responsibilities and other matters. Internal bylaws must be consistent with university policy and these Bylaws. Internal bylaws need to be approved by the FAC, and the IEC internal bylaws also need the approval of CCPS faculty. All internal bylaws, once approved, shall be publicly available.

2. Election Procedures for CCPS Faculty Governance Committees

a. Announcement of Upcoming Election.

The College Advisory Committee will determine which openings on CCPS faculty governance committees will need to be filled by a CCPS-wide election. No later than February 1 of each year, the Chair of the College Advisory Committee will communicate the list of openings to the Unit Heads.

b. Call for Nominations.

No later than February 15 of each year, the College Advisory Committee will issue a call for nominations for all open positions for the next academic year. A period of at least two weeks will be allowed for nominations.

c. Term Limits.

A faculty member may not be elected for more than two consecutive terms on the same committee; one year must pass before he/she is eligible again for election to that committee. This restriction applies to all terms regardless of duration (i.e., whether the initial term is one, two or three years, as might occur for sabbatical replacements or initial committee appointments).

d. Sabbaticals and Nominations.

Faculty may stand for election if they expect to take sabbatical or other leave during the second or third year of the term they are seeking, with the understanding that their term will end when their leave begins. (See section 2c.) Faculty who expect to take sabbatical or other leave during the Fall semester of the first year of the term they are seeking are not eligible for nomination.

e. Number of Nominees.

The goal for each election will be to have at least two nominees for each open position. If there are not enough nominees for a position after the normal nomination process, the College Advisory Committee will extend the nomination period for an additional week to actively seek additional nominees.

f. Voting timeline.

No later than March 1 each year, the College Advisory Committee will open the election for voting. This election may be by paper or by secure electronic means. Once voting is initiated, faculty members will have a period of seven days to cast their vote. All regular faculty whose primary unit is in CCPS are eligible to vote in elections for CCPS committees.

g. Ballot Voting

For each position, faculty should vote for the one nominee they support. Such votes may be paper or by secure electronic means. The person who receives the most votes will be the committee designee. The person with the next highest number of votes will be named as the Alternate and will be considered to be the committee designee if the elected designee is unable to serve the entire term.

h. Announcement of results.

The Chair of the College Advisory Committee will communicate the results of the election no later than March 30.

i. Filling of Vacancies.

The College Advisory Committee will maintain a list of all candidates and votes received. If a seat is vacated on a CCPS committee (except the CCPS Personnel Committee) due to resignation or some other reason, the College Advisory Committee will offer the seat to the Alternate. If the Alternate is unable to serve at the time of the vacancy and the list is exhausted, the College Advisory Committee will designate an interim replacement to the position until it can be filled through the next regular election. This designation cannot occur until after a public call (via email) for volunteers has occurred and, if possible, the College Advisory Committee has asked the person who is vacating the seat for recommendations.

In the case of a vacancy on the College Personnel Committee, a special election must be held if the Alternate named at the time of the general election is unable to complete the term.

j. Diverse Representation.

For each of the CCPS elected committees except the Personnel Committee, an additional member may be appointed by the College Advisory Committee to promote diverse gender, minority, or unit representation. The term for an appointed representative is until the next election. For the Personnel Committee, appointments for diversity purposes must follow guidelines in the *Faculty Handbook*.

3. CCPS Representation in University Faculty Governance

a. University Representation.

CCPS has representatives on many University faculty governance committees, starting with the University Academic Senate. See the *Faculty Handbook* section on faculty governance for information about the range of committees and the number of representatives.

There are various other committees at Grand Valley which are not part of faculty governance (for example, the Provost's Advisory Committee). These Bylaws do not address the composition of those committees.

b. Eligibility to Serve.

All regular faculty whose primary unit is in CCPS are eligible to represent CCPS on the committees listed in Section 4a. All seats will be elected CCPS-wide in conjunction with the election for CCPS faculty governance (see section 4).

The following restrictions also apply:

UAS: no more than two faculty may serve from the same department.

Graduate Council: Only faculty from departments that offer at least one graduate course are eligible.

c. Other GVSU Committees Requiring CCPS Representation.

For committees not under the purview of University faculty governance, the Faculty Advisory Committee is empowered to address filling vacancies on these committees as the need arises.

4. Election Procedures for CCPS Representation in University Faculty Governance

a. Announcement of Upcoming Election.

The Faculty Advisory Committee will determine which openings on University faculty governance committees will need to be filled by a CCPS-wide election. No later than February 1 of each year, the Chair of the Faculty Advisory Committee will communicate the list of openings to the Unit Heads. Open positions for both CCPS and university positions will be filled through one election.

b. Call for Nominations.

Not later than February 15 each year, the Faculty Advisory Committee will issue a call for nominations for all open positions for the next academic year. A period of at least two weeks will be allowed for nominations.

c. Nomination Procedure.

All tenure-line faculty whose primary unit is in CCPS may nominate themselves or colleagues (with their consent) for any open position for which they are eligible. Faculty may stand for election to one or more committees.

d. Number of Nominees.

The goal for each election will be to have at least two nominees for each open position. If there are not enough nominees for a position after the normal nomination process, the Faculty Advisory Committee will extend the nomination period for an additional week to actively seek additional nominees.

e. Voting timeline.

No later than March 1 each year, the Faculty Advisory Committee will open the election for voting. This election may be by paper or by secure electronic means. Once voting is initiated, faculty members will have a period of seven days to cast their vote. All tenure-line faculty whose primary unit is in CCPS are eligible to vote in elections for CCPS representatives on university committees.

f. Ballot Voting

For each position, faculty should vote for the one nominee they support. Such votes may be paper or by secure electronic means. The person who receives the most votes will be the committee designee. The person with the next highest number of votes will be named as the Alternate and may be appointed to be the committee designee if the elected designee is unable to serve the entire term.

g. Announcement of results.

The Chair of the Faculty Advisory Committee will communicate the results of the election no later than March 30.

h. Filling of Vacancies.

The Faculty Advisory Committee will maintain a list of all candidates and votes received. Outside of the annual regular election. If a seat is vacated on a CCPS committee (except the CCPS Personnel Committee) due to resignation or some other reason, the Faculty Advisory Committee will offer the seat to the Alternate. If the Alternate is unable to serve at the time of the vacancy and the list is exhausted, the Faculty Advisory Committee will designate an interim replacement to the position until it can be filled through the next regular election. This designation cannot occur until after a public call (via email) for volunteers has occurred and, if possible, the Faculty Advisory Committee has asked the person who is vacating the seat for recommendations.

i. Sabbaticals and Nominations.

Faculty may stand for election if they expect to take sabbatical or other leave during the second or third year of the term they are seeking, with the understanding that their term will end when their leave begins. Faculty who expect to take sabbatical or other leave during the Fall semester of the first year of the term they are seeking are not eligible for nomination.

For CCPS representation on University faculty governance committees, faculty may not serve, and must relinquish his or her seat, while on sabbatical leave, or any other leave of a semester or longer in duration.

5. Miscellaneous Provisions

a. CCPS Faculty Assembly.

There shall be at least one CCPS Faculty Assembly during each academic year. Faculty Assemblies shall be called by the Dean, by at the Faculty Advisory Committee, or in response to a petition signed by 25% of the CCPS Faculty. During an Assembly, representatives from the committees of CCPS Faculty Governance may inform the faculty about various issues. The Dean leads the Assembly.

b. CCPS Faculty List.

The Dean of the College shall be responsible for producing a current list of the members of the CCPS Faculty by name and title upon the request of the Faculty Advisory Committee. The list shall be updated on an ongoing basis by the Dean's administrative staff. The faculty list shall be used to verify the eligibility of candidates and voters in CCPS faculty governance elections.

c. Amending the Bylaws.

CCPS faculty may propose amendments to these Bylaws. Any proposed amendment must receive the support of 2/3 of the Faculty Advisory Committee. If supported, the Faculty Advisory Committee will submit the proposed amendment to the Faculty. The amendment shall be discussed in a public forum. The proposal must be submitted to the CCPS Faculty at least ten work days in advance of the forum. A referendum shall be held on the amendment no more than twenty work days after the forum. At least 2/3 of those who vote must agree in order for the amendment to be adopted.

d. Referenda Procedures.

For proposals that are not related to these Bylaws, a referendum may be called to seek the approval of the CCPS faculty. In this situation, the procedure in section 5c. will be used.

e. Public Communication of Committee Activities.

Information on the work of the four standing committees of CCPS Faculty Governance will be posted regularly at a public site, currently the CCPS Faculty Blackboard site. This information includes meeting announcements, approved minutes, and other documents.

f. Annual Reports from Standing Committees.

Each standing committee will issue a written annual report of its activities in April of the winter semester. In addition, an oral report may be part of the CCPS Faculty Assembly (see section 5a).

g. Strategic Planning for CCPS.

CCPS Faculty Governance shall be consulted about strategic planning for the college.

h. Faculty with Joint Appointments.

For faculty with joint appointments, any restrictions on representation in these Bylaws that relate to department membership shall be interpreted as pertaining to the primary department of the faculty member.

i. Major Changes in Organization of College or Administration.

Proposals regarding major changes in the organization of CCPS or in collegiate administrative policy must be discussed by the CCPS Faculty Advisory Committee. The policy and process for appointing an interim or new Dean for CCPS must be discussed by the CCPS Faculty Advisory Committee.

j. Review of These Bylaws.

The Faculty Advisory Committee must review these Bylaws every five years to determine if any changes must be proposed to the CCPS faculty.