



Bylaws for Faculty Governance**

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***approved by UAS April 2007 and revised by CCPS October 2012*

I. 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.

II. CCPS Standing Governance Committees

A. College Advisory Committee (CAC)

1. Charge

- a. On matters that may be presented to the CAC from CCPS faculty, staff, CAC members and the Dean, the CAC will review, discuss and advise the Dean of the consensus of the CAC. Such matters may include, but not be restricted to CCPS policies, budget, review and recommendations regarding the organization and function of existing college committees, and/or other issues that may arise
- b. Serve as a liaison between CCPS faculty and staff and the Dean, as representatives of CCPS faculty and staff. Serve as advisory group for college strategic planning processes.
- c. Administer faculty committee elections (both university and college committees) as well as the awards process for the CCPS Dean's Office awards.
- d. Work with the Dean's Office to coordinate the agenda of biannual CCPS faculty/staff meetings.

2. Membership

- a. The College Advisory Committee will have seven members comprised of one member from each school/department including the Johnson Center for Philanthropy, the CCPS Undergraduate Advising Center and one at-large position. Unit heads from CCPS units are not eligible to serve on this committee.

- b. The Dean or a designated representative of the Dean is an ex-officio, non-voting member of the College Advisory Committee.
- c. Membership on the CAC requires regular attendance at meetings and full participation in the committee's business. The committee should be broadly representative of the faculty and staff employed within CCPS. While AP staff and affiliate faculty may serve, the majority of the committee must be regular faculty.

3. Standard Meeting Times

- a. The CAC shall have a standard meeting time, which will be determined at the beginning of each regular academic semester.
- b. The CAC normally meets once a month, but may meet more often if necessary.

4. Length of Terms

- a. The standard term on the CAC is three years which will be staggered among the members. Members may be elected to terms of shorter length to fill vacancies. Terms begin on the first day of the Fall Semester contract period. The committee must choose its Chair at the first meeting of Fall Semester.
- b. A committee member 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.

5. Attendance at Meetings

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

6. Internal Bylaws of Committees

- a. 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 CAC Bylaws. Internal bylaws need to be approved by the CCPS voting members. All internal bylaws, once approved, shall be publicly available.

CAC Academic Year Timeline	
Fall Term	
Task One: Choose Chair of College Advisory Committee	
Activity	Timeframe
Chair from prior year calls for nominations and then submits nominees to the CAC for a vote	Prior to the start of classes for Fall Semester
Task Two: Establish Meeting Schedule	
Determine CAC priorities for academic year	Within two weeks after first scheduled CAC meeting
Notify all faculty and staff of CAC Meeting dates	Within one week of completing schedule
Task Three: Annual Agenda	
Determine CAC priorities for academic year	Within two weeks after first scheduled CAC meeting
Task Four: Begin Nominations & Elections Process	
Identify slate of open College and University Committee positions	Prior to the end of the Fall Semester
Task Five: Input and Guidance on CCPS Winter Meeting	
Consider current issues within CCPS, or topics of interest to faculty & staff, and recommend inclusion (and methods for inclusion) in the CCPS Winter Meeting	Throughout Fall Semester
Winter Term	
Task One: Establish Meeting Schedule	
Activity	Timeframe
Schedule monthly meetings for semester	Within two weeks of beginning of semester (within one week of the start of classes)
Notify all faculty and staff of CAC Meeting dates	Within one week of completing schedule
Task Two: Complete Nominations & Elections Process	
Communicate the list of openings to the Unit Heads	No later than February 1 st of each year
Working with support staff in the Dean's office, ensure slate of open positions is completed for on-line nominations Nominations period must be two weeks in length.	No later than March 15 th of each year
Working with support staff from the Dean's office, ensure nominations are converted into an on-line elections ballot. Elections period must be seven days in length.	Within one week of closing of nominations, and no later than April 1 st of each year
Report out results of elections	With meeting summary of first CAC meeting scheduled after elections have closed
Task Three: Complete College Awards Process	
Initial faculty notification of open CCPS awards	At the start of Winter Semester
Remind CCPS Faculty & staff of open CCPS awards and close date for applications (April 1 st)	No later than March 1 st of each year
All members of CAC review nomination submissions for each CCPS award, then meet to discuss and select winner of each award	No later than final scheduled meeting of CAC in the Winter Semester
Task Four: Input and Guidance on CCPS Fall Meeting	
Consider current issues within CCPS, or topics of interest to faculty & staff, and recommend inclusion (and methods for inclusion) in the CCPS Fall Meeting	Throughout Winter Semester

B. College Personnel Committee (CPC)

1. Charge

- a. 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.
- b. 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.

2. Membership

- a. 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.
- b. 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.
- c. Membership on the CPC requires regular attendance at meetings and full participation in the committee's business.

3. Standard Meeting Times

- a. 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.

4. Length of Terms

- a. 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.

- b. 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.

5. Attendance at Meetings

- a. 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.

6. Internal Bylaws of Committees

- a. 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. College Curriculum Committee (CCC)

1. Charge

- a. 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. Membership

- a. 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.

- b. 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.

3. Standard Meeting Times

- a. 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.

4. Length of Terms

- a. 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.

5. Attendance at Meetings

- a. 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.

6. Internal Bylaws of Committees

- a. 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.

III. CCPS Representation in University Faculty Governance

A. University Representation

1. 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.
2. 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

1. All regular faculty whose primary unit is in CCPS are eligible to represent CCPS on the committees listed in Section II. All seats will be elected CCPS-wide in conjunction with the election for CCPS faculty governance.
2. The following restrictions also apply:
 - a. UAS: no more than two faculty may serve from the same department.
 - i. Graduate Council: Only faculty from departments that offer at least one graduate course are eligible.

C. Other GVSU Committees Requiring CCPS Representation

1. 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.

IV. Election Procedures for CCPS Faculty Governance Committees

A. Announcement of Upcoming Election

1. 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

1. 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

1. 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

1. 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 IV, Subsection C). 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

1. 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

1. 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

1. 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. Filling of Vacancies

1. 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.
2. 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.

I. Diverse Representation

1. 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*.

V. Election Procedures for CCPS Representation in University Faculty Governance

A. Announcement of Upcoming Election

1. 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

1. 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

1. 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

1. 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 V, Subsection C). 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.

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1. 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

1. 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

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

I. Filling of Vacancies

1. 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.
2. 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

1. 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*.

VI. Miscellaneous Provisions

A. CCPS Faculty Assembly

1. 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.

1. 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

1. 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

1. 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 VI, Subsection C will be used.

E. Public Communication of Committee Activities

1. 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

1. 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 VI, Subsection A).

G. Strategic Planning for CCPS

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

H. Faculty with Joint Appointments

1. 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

1. 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

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