Bylaws of the Faculty Development Committee

College of Liberal Arts and Sciences

Grand Valley State University

Revised October 2016

FDC Approved Revisions - April 2024

ARTICLE I-NAME

Section 1.1 The committee’s full name is the College of Liberal Arts and Sciences Faculty Development Committee.

Section 1.2 The committee’s short name is FDC.

ARTICLE II-PURPOSE

Section 2.1 The FDC serves as a resource to both the CLAS faculty and the CLAS Dean's Office to promote faculty development.

The FDC serves as a resource for CLAS faculty by:

1. advising faculty on ways to navigate the university

2. promoting faculty career development

3. advocating for faculty and amplifying their voices and concerns

The FDC serves as a resource to the CLAS Dean by:

1. assessing the CLAS new faculty mentoring program

2. making recommendations regarding university awards

3. investigating issues related to faculty development at the request of the Dean, and offering recommendations

4. developing its own bylaws, consistent with university policy

Section 2.2 Pursuant to these objectives, the FDC will be administered by faculty of the College of Liberal Arts and Sciences.

ARTICLE III-MEMBERSHIP

Section 3.1 General Requirements of Membership: Membership is open to tenure-track and tenured faculty in CLAS. Assistant and associate deans may not serve on the committee.

Section 3.2 FDC members are elected at-large from the CLAS faculty as a whole.

Section 3.3 The committee will have nine (9) elected members. An additional member may be appointed by the CLAS Faculty Council to assure diverse gender, minority, and discipline representation.

Section 3.4 The Dean or a designated representative of the Dean will sit on the committee as a non-voting, ex officio member.

Section 3.5 No more than two (2) elected committee members can be from any one unit in CLAS.

ARTICLE IV-DUTIES AND POWERS

Section 4.1 Elected members serve for a three-year committee term. The terms are staggered, with approximately one third of the committee elected each year.

Section 4.2 The election of new committee members takes place each Winter semester in accordance with CLAS faculty governance policies and procedures established by the Faculty Council.

Section 4.3 The committee will elect its own chair from among its members each Winter semester after the election of the new committee members. The term of the chair is one year. Newly-elected and continuing committee members are eligible to vote in the chair election. The chair must be tenured. If no tenured member can serve as chair, then an additional member will be appointed by the CLAS Faculty Council.

Section 4.4 Committee members are expected to prepare for and attend regular meetings, and to notify the chair of an absence before the scheduled meeting.

Section 4.5 Members may recuse themselves from scheduled meetings when issues involve a committee member’s home department. If a committee member is an award nominee, that person must recuse themselves from review of all awards from that campus organization (e.g. FTLC, CSCE). If a committee member has written a letter in support of a nomination under review, that person must recuse themselves from review of only that specific award. Committee members should recuse themselves when there are conflicts of interest that may impact impartiality.

Section 4.6 The FDC Chair has the following responsibilities:

1. Before the start of each regular meeting, an agenda will be distributed by the Chair, or acting Chair, to members of the committee.
2. Meeting minutes will be recorded, circulated post-meeting among committee members, and considered for approval at the next regular meeting of the committee. Approved minutes will be distributed to committee members and to the Dean.
3. The chair of the FDC or a FDC representative must also serve on the University Sabbatical Review Committee.

ARTICLE V-MEETINGS

Section 5.1 Quorum: One half (1/2) of the committee members shall constitute a quorum to conduct business; a lesser number shall adjourn.

Section 5.2 The order of business at each meeting shall be:

1. Roll Call
2. Approval of the Agenda
3. Approval of minutes of the last meeting
4. Business
5. Adjournment

Section 5.3 Matters for the Committee attention may originate from the Dean or any member of the FDC.

Section 5.4 On matters requiring a vote (other than amending the bylaws), a simple majority of members present is required for passage.

ARTICLE VI-AMENDMENTS PROCEDURE

Section 6.1 Any proposed amendment to the bylaws must be presented, for discussion or amendment, only at a regular meeting with a quorum of members present.

Section 6.2 After discussion, the committee will proceed to vote on the matter. Passage of the amendment requires a two-thirds majority vote of all members present.

Section 6.3 Amendments to these bylaws are presented to the Dean, per section 6.4 of these bylaws.

Section 6.4 Proposed amendments to these bylaws must be announced to all members of the FDC, including the Dean, via e-mail or mail by the Chair of FDC in advance of the meeting at which it is considered for vote.

Section 6.5 Any amendments must be approved by the CLAS Faculty Council.

Approved by the CLAS Faculty Development Committee: October 18, 2005

Approved, with minor amendments, by the CLAS Faculty Council: August 30, 2006

Affirmed by the CLAS Faculty Development Committee: October 2006

Revised by the CLAS Faculty Development Committee: October 2016

Approved by the CLAS Faculty Council: November 2016

Approved by the CLAS Faculty Development Committee: February 2020

Approved by the CLAS Faculty and Faculty Council: April 2024