Affiliate/Visiting Committee Governance Bylaws

1. Charge

a. The Affiliate/Visitor Committee (AVC) will provide a professional forum for its members to support each other;

b. AVC will identify and coordinate professional development related to current teaching strategies;

c. AVC will identify themes among AVC faculty and work collectively to elevate successes and address concerns; and

d. AVC will discuss matters that impact their positions in the College of Education and Community Innovation (CECI) and propose solutions.

2. Membership

a. All Affiliate and Visiting Faculty of the CECI shall comprise the membership.

b. Six (6) members will serve as the executive committee of the AVC.

c. From the membership, Affiliates and Visitors will nominate and elect one representative to serve on the College Advisory and Communications Committee (CACC) when needed.

3. AVC Executive Committee

a. The executive committee will consist of one (1) Affiliate or Visiting Faculty member from each academic unit. If one is not available or interested in serving, an additional member from another academic unit can fill the position.

b. Nominations for the AVC executive committee will be submitted to the outgoing chair prior to the Winter faculty/staff college meeting. These can also be collected through the Dean's Office for Faculty governance.

c. The executive committee will be elected by a simple majority vote of the Affiliate and Visiting Faculty.

d. The Dean, or their appointee, will maintain an ex officio membership.

e. The standard term for an AVC executive committee member is three years; terms should be staggered among members initially to promote continuity. Terms begin the Monday of finals week of Winter semester.

4. Operations

a. The AVC executive committee should hold two full membership meetings a year on the same days as the biannual faculty/staff college meetings.

b. The AVC executive committee shall determine the executive committee meeting schedule at the beginning of each regular academic semester and will share the meeting schedule with AVC members. Meetings can be canceled as needed, and additional meetings can be added as needed.

c. The AVC executive committee will oversee the charge of the AVC committee and determine the agenda for the biannual membership meetings. Draft agendas will be developed collaboratively and emailed at least one week prior to executive and membership meetings.

d. AVC executive committee should make all efforts to attend all committee meetings. If a committee member cannot attend a meeting, they must inform the chair beforehand.

e. Meetings will be in person, remote or a hybrid format.

f. When advising the Dean on issues that impact Affiliates or Visiting Faculty, the AVC executive committee will make every effort to include the full AVC membership in the recommendations (e.g., survey, emails, forums). Decisions made by the full membership will be determined by a simple majority of those that vote.

5. Bylaws

a. The AVC executive committee may develop internal bylaws and procedures separate from CECI Bylaws to describe the selection of officers, procedures to handle responsibilities, and other matters. Internal bylaws must be consistent with university policy and the CECI Bylaws for the AVC. All internal bylaws, once approved, shall be publicly available.

b. Changes to the governance policies contained in the CECI Bylaws are subject to approval as outlined in the Faculty Handbook under Shared Governance.