

# CDU FACULTY DEVELOPMENT AND ASSESSMENT ADVISORY COMMITTEE BYLAWS

- I. The committee shall be named the Faculty Development and Assessment Advisory Committee (FDAC).

## II. The Mission of Faculty Development and Assessment (FDA)

The central mission of the CDU-OFDA is to develop and enable CDU faculty in delivering high quality teaching, research, service that is informed by evidence-based pedagogical and disciplinary knowledge, and ultimately cultivate leaders dedicated to CDUs mission, values, and institutional learning objectives.

## III. The Function of Faculty Development and Assessment Advisory Committee

The primary function of the Faculty Development Advisory Committee is to assist and advise the Director of Faculty Development and Assessment in fulfilling the mission of FDA and in providing professional development opportunities to CDU faculty.

## IV. Roles and Responsibilities of the Faculty Development Advisory Committee

- A. The FDAC advises and assists the Director of OFDA in planning for each academic year and in providing a variety of programs, activities and resources that are relevant to the professional development of faculty at CDU.
- B. It is the responsibility of each member of the CDU FDAC to be aware of the professional development needs of CDU faculty and to help address them in accordance with Faculty Development's mission, the University's mission and University policy.
- C. The FDAC shall assess and refine its mission and functions periodically, at least once every three years.
- D. The FDAC bylaws may be reviewed at the end of each academic year. A simple majority of the members voting at a scheduled meeting is needed to change the bylaws.

## V. Meetings

- A. The FDAC shall meet at least once a month during the academic year.
- B. A quorum shall consist of at least a majority of the voting members of the FDAC
- C. Other meetings of the FDAC or its subcommittees shall occur as necessary.

## VI. Membership

**Approval Date:**

- A. The FDAC shall consist of:
  - a. Two faculty members from each of the three Colleges appointed by the Dean. In addition, one faculty at large appointed by the Faculty Senate and one faculty at large appointed by the Provost.
  - b. Director of Faculty Development and Assessment
- B. A member who will be absent for an extended period of time and who is unable to serve (e.g., sick leave, etc.) shall be replaced by an appropriate alternate for that period. If no alternate has been designated and a replacement is needed, it is the responsibility of the FDAAC to provide one.
- C. Each committee member's term of service shall begin immediately upon his/her selection. The term of service shall be two years

## **VII. Officers and Subcommittees**

- A. The Director of FDA shall serve as the Chair of the FDAC, calling meetings as needed and setting agendas for these meetings.
- B. The FDAAC may choose to elect additional committee officers and form subcommittees as needed.

## **VIII. Voting**

- A. Hand votes may be used on general committee matters, except when Robert's Rules of Order is invoked.
- B. Voting shall be conducted upon the completion of discussion of the motion or item under consideration. Voting may be postponed to a subsequent FDAC meeting if a majority of members in attendance so desire.
- C. Votes cast as abstentions are not counted as votes.
- D. There shall be no absentee or proxy votes.

**Approval Date:**