

# Faculty Development Committee

## BYLAWS OF THE FACULTY

### **I. Membership**

The membership of the Faculty Development Committee is comprised of a chair appointed by the Dean and four members elected from the faculty of the College. The associate dean or other Dean's designee with corresponding responsibilities serves as an ex-officio, non-voting member of the committee.

### **II. Appointment of Chair**

The chair of the Faculty Development Committee is appointed by the Dean and serves for a three-year term. Prior to the appointment of a chair, the Dean will send a memorandum to the faculty inviting them to nominate themselves or other members of the faculty for the position. The Dean may also ask individual faculty members to make themselves available for appointment. The Dean will submit a proposed appointment for review and recommendation by the Executive Committee and Faculty Affairs Committee.

The conditions of appointment of the chair are recommended to the Dean by the head of the faculty member's academic unit and the associate dean or other Dean's designee with corresponding responsibility for approval prior to the start of the three-year term of appointment.

### **III. Election of Committee Members**

The committee chair nominates, in consultation with the associate dean or other Dean's designee with corresponding responsibilities, candidates for any open committee membership positions to serve three-year terms. In turn, these nominations are reviewed and recommended by the Executive Committee and Faculty Affairs Committee before standing election.

At the start of this nomination process, an announcement of open committee positions will be distributed to all faculty, soliciting their interest in the positions.

Nominations from the floor of the faculty meeting at which the development committee members are elected will also be entertained, as long as the nominee agrees to have his or her name placed in nomination.

The terms of the development committee members will be staggered to provide continuity. The same procedures will be used to fill the unexpired term of an elected member who resigns from the committee.

#### **IV. Responsibilities and Functions**

The Faculty Development Committee serves as a planning and research arm of the Office of the Dean and the faculty of the College with respect to matters pertaining to faculty development in teaching, research and service. The broad agenda of the Faculty Development Committee will be determined, on an annual basis, by the committee and the associate dean or other Dean's designee with corresponding responsibility after soliciting input from the College's faculty.

The responsibilities of the Faculty Development Committee shall include, but not be limited to, the following:

Developing and recommending to the Dean and the College faculty, and evaluating on an on-going basis, a College-wide program for student course evaluations, including evaluation instruments, policies and procedures.

Recommending programs to improve teaching, research or service effectiveness to the Dean for implementation.

Recommending to the Dean revisions in the annual faculty performance evaluation review process to improve faculty performance through planning, development and evaluation.