

College of Communications and Fine Arts

Faculty Affairs Committee 2013-2014

ARTICLE 1: DUTIES

The Faculty Affairs Committee (FAC) is a regularly constituted college committee with authority to advise the Dean on all matters concerning faculty affairs. The objectives of the committee are to review travel grants, faculty fellowships, faculty research grants, develop collective understandings on academic rigor for the college, and review any faculty related concerns, in addition to other relevant assignment made by the Dean or assumed by the committee.

The duties under this authority include:

1. Establish procedures which must be followed in the formal submission of any proposal for travel grants, fellowships and research grants before such proposals are submitted to the Dean; and
2. Advise the Dean on all proposals for travel grants, fellowships and research grants before any such proposal is submitted to the Dean for review.
3. Evaluate documents related to faculty in the college as presented by the Dean for review. (The Faculty Affairs Committee is not involved in the evaluation of faculty for retention, tenure, promotion or merit.)
4. Explore and develop and maintain collective understandings on academic rigor for the college.
5. Other duties as assigned by the Dean.

The Committee is directly responsible to and submits its reports directly to the Dean. In addition, the committee must consult with the Dean when dealing with matters under the Dean's jurisdiction.

The Committee will have authority to establish and maintain by-laws for its operation.

ARTICLE 2: MEMBERS

There shall be a quorum of voting members of the committee: full-time faculty members, tenure, tenure-track, non-tenure, representing each of the seven programs within the college: Studio Arts, Art History, Communication Studies, Dance, Marital & Family Therapy, Music, and Theatre Arts. (The quorum will consist of 4 of the 7 formal college's department/programs.)

In addition, a CFA Associate Dean shall be an *ex officio* member – serving to assist the Committee Chair in coordinating agenda and a direct link to the Dean.

The voting members of the Committee are appointed by the department/program that they represent and approved by the Dean. The individual departments and programs may determine how their members are designated, but the College recommends that election is preferable to selection or appointment.

The terms are for [one to two years]. Terms commence at the start of the Fall semester and terminate at the end of the appropriate Spring semester. The terms shall be staggered, so the initial cohort may serve slightly different lengths of time.

Any member shall be eligible for reappointment to a second consecutive term. No member shall be eligible to serve more than two consecutive terms, unless the department deems this necessary and advisable.

ARTICLE 3: OFFICERS AND DUTIES

The Chairperson shall be elected by the Committee from among the members of the Committee. The Chairperson, with the consent of the Committee, shall appoint such additional officers as necessary.

The Chairperson shall serve for one year, with the possibility for reappointment to second and third consecutive terms. No chair may be eligible to serve more than three consecutive one-year terms without a term off before reappointment.

The Chairperson is responsible for scheduling and conducting meetings, preparing the agenda in consultation with the CFA Associate Dean, and other matters necessary for the functioning of the Committee.

ARTICLE 4: MEETINGS

Meetings are called by the Chairperson and communicated by the Associate Dean as required to accomplish the work of the Committee.

Four voting members constitute a quorum.

The Committee will normally meet in executive session, but may invite the Dean or other University personnel to attend for any reason.

When conducting reviews before submission to the Dean, all Committee members may be present at regular meetings preliminary

to a final report, any member of the committee who is named on a proposal will be excluded from the review meetings.

ARTICLE 5: SUBCOMMITTEES

Subcommittees may be necessary from time-to-time and may be appointed by the Chairperson and Committee members as needed.

Subcommittees shall report directly to the Committee.

Subcommittees shall meet as required to accomplish the work of the Subcommittee.

No member shall serve on a subcommittee that focuses on their work or the work of their department.

ARTICLE 6: AMENDMENT PROCEDURES

Amendments to these statues may be proposed at any meeting of the Committee, but they shall not be voted upon until the following meeting.

After an amendment has been proposed, written notice of the proposed amendment shall be mailed via campus mail to all members of the Committee at least one week prior to the next Committee meeting during which the proposed amendment is to be voted upon.

A two-thirds majority of the committee shall be required for preliminary approval of an amendment. Upon achieving a majority vote the amendment will then be reviewed by the Dean followed by a recommendation to the Committee. Final approval rests with the Committee.