

# 2011-2012 FAPC OPERATING PROCEDURES

## (ADOPTED BY FAPC at its 2 Sep 2011 meeting)

### RELEVANT UNIVERSITY SENATE BYLAWS

**WHO IS ON FAPC?** V.Section2.C.3.a. Membership. The Faculty Affairs Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

**WHO ARE VOTING MEMBERS OF FAPC?** IV.Section 4. Committee Service and Voting. All members of the University Senate shall have at least one University Senate committee assignment. Faculty, staff, administrators and students who are not members of the University Senate may be nominated to University Senate committees if the Subcommittee on Nominations deems that appropriate. **Committee members who are not members of the University Senate shall be afforded all rights of committee membership, including voting unless explicitly designated as a non-voting member of the committee in these bylaws, but shall have none of these rights in the University Senate.**

**WHAT DOES FAPC CONSIDER?** V.Section2.C.3.b. Scope The Faculty Affairs Policy Committee shall be concerned with policy relating to faculty welfare (e.g. authorities, responsibilities, rights, recognitions, privileges, and opportunities), which includes, but is not limited to, policies relating to academic freedom, workload, compensation, recruitment, retention, promotion, tenure, recognitions, development, and instructional support. This committee also provides advice, as appropriate, on procedural matters that affect the welfare of the faculty.

**WHAT ARE UNIVERSITY SENATE FUNCTIONS?** I.Section2. The University Senate exists to promote and implement effective shared governance at the university. It is expressly charged with recommending academic and institutional policy. **In addition to its policy recommending responsibility, the University Senate serves in an advisory role to the administration,** particularly in the implementation of policy or improvement of processes that have broad institutional impact or implications, including but not limited to planning and budgetary processes. **The University Senate strives to be mindful and respectful of matters that are more appropriately handled at the divisional, college, and department levels, but may make recommendations concerning matters within these areas that have broader institutional impact or implications.**

**WHAT ARE COMMITTEE FUNCTIONS?** V.Section2.C. Standing Committees. These committees shall **have the following three functions** (a) develop recommendations for new policy, (b) develop recommendations that revise existing policy, and (c) serve in advisory role, each applied in a manner consistent with the purposes and powers of the University Senate expressed in Article I. The inclusion of an appropriate chief division officer or designee is to improve committee effectiveness through communication and coordination with an appropriate administrator who has authority and responsibility for policy implementation in the general area addressed by the committee.

**COMMITTEE ANNUAL REPORT** IV.Section 2. Reports. The committees listed in V.Section2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee **shall present a comprehensive, written, annual report in an appropriate format** to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and the format of these reports in consultation with the standing committee chairs and these reports shall be posted with the minutes of the last University Senate meeting of the academic year.

**OPERATING PROCEDURES** III.Section 1. The University Senate shall discharge its responsibilities through a system of standing committees elected by and directly responsible to the University Senate. These standing committees shall **establish their own operating policies and procedures** consistent with these bylaws and the University Statutes. These must be filed with the Executive Committee and updated as needed.

### MEETINGS, CALL, NOTICE, QUORUM

IV.Section 6. Meetings. The standing committees, as listed in V.Section2.A.1, shall meet as needed throughout the year, including recesses between academic semesters, to facilitate the functioning of the University Senate. **The governance calendar designates meeting times for the standing committees throughout the academic year.**

IV.Section6.A. Call. In addition, **a meeting shall be called** by the standing committee chair within ten (10) calendar days of receiving a written request, which must include specification of the proposed purpose for such a meeting, from either (1) the Executive Committee or (2) at least twenty percent (20%) of the membership of the standing committee. **A meeting of a standing committee also may be called by the University President, the Presiding Officer of the University Senate, or the chair of the standing committee.** Individuals calling such a meeting should apply this responsibility judiciously, in particular, for a meeting scheduled during a recess between academic semesters.

IV.Section6.B. Notice. **Written notice of any meeting of a standing committee shall be distributed to every member of the standing committee** by the individual calling the meeting and made accessible to members of the University Senate at least three (3) calendar days prior to the meeting. Such notice shall include the date, time, location and agenda for the meeting.

IV.Section6.C. Quorum. A majority of the standing committee membership shall constitute a quorum.

**COMMITTEE OPERATING PROCEDURES:** A summary of the standard operating procedures used to conduct business during the year.

- First and foremost the Faculty Affairs Policy Committee will work cooperatively and respectfully on behalf of the faculty. To realize these goals, we endorse the following:
  - Communicate openly and candidly with each other -- holding back constructive criticism weakens the team
  - Resist communicating *on behalf of the committee* without consultation even if the item feels like a “no-brainer”
  - After committee consultation, copy the entire committee if/when you communicate on its behalf
  - All FAPC members share responsibility to seek out and identify concerns within FAPC scope (Article V, Section 2.B.2)
- The **Chair**
  - **Bylaws Responsibilities:**
    - Presents committee report to University Senate at scheduled University Senate meetings (Article II, Section 3.A.3)
    - Submit such reports to University Senate Secretary in appropriate format for minutes (Article II, Section 3.I)
    - Transfer committee records to the following year's committee (Article IV, Section 3.B)
    - Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Section 1.C.14)
    - Serve on the Subcommittee on Nominations (Article V, Section 1.D.1.a)
    - Be notified by a committee member who is going on extended leave (Article II Section 3.H)
    - Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Section 2)
  - **Other Responsibilities:**
    - Be contacted by committee members extending regrets prior to a scheduled committee meeting
    - Presides at committee meetings
    - Drafts (in consultation with the committee) the tentative agenda for committee meetings
    - Distributes each tentative agenda to the committee via email prior to the committee meeting
    - Scheduling (in consultation with committee) meeting rooms, times, and dates for committee meetings
    - Entering committee motions proposed for University Senate consideration into the online motion database
    - Advertising committee meeting times and meeting agenda to the university community
    - Others as defined/assigned by the committee

- The **Vice-Chair**
  - **Bylaws Responsibilities:**
    - None
  - **Other Responsibilities:**
    - Assumes all duties and responsibilities of the chair in the absence of the chair
    - Others as defined/assigned by the committee
- The **Secretary**
  - **Bylaws Responsibilities:**
    - The secretary of the committee shall provide minutes of each meeting to the Secretary of the Executive Committee as well as post the minutes electronically within eight (8) calendar days of the meeting. This would include minutes of any subcommittee or ad hoc committee that reports to it. (Article V, Section 2.B.3)
  - **Other Responsibilities:**
    - Be contacted by committee members extending regrets prior to a scheduled committee meeting
    - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
    - Others as defined/assigned by the committee
- **Agenda:** The agenda of committee meetings is set by the following process.
  - At the conclusion of each meeting, any committee member can propose an item for inclusion on the tentative agenda.
  - A tentative agenda for the meeting is drafted by the committee chair in consultation with the committee members.
  - This tentative agenda is sent to the committee members by the committee chair at least 7 days in advance of the meeting.
  - This tentative agenda includes all available supporting documents for items to be considered by the committee.
  - The tentative agenda is finalized by the committee at the outset of the meeting immediately following the call to order.
- **Communication Tools**
  - Committee email list: [fapc@list.gcsu.edu](mailto:fapc@list.gcsu.edu)
  - Committee web presence: [http://info.gcsu.edu/intranet/univ\\_senate/SCs2011-2012/FAPC/index.htm](http://info.gcsu.edu/intranet/univ_senate/SCs2011-2012/FAPC/index.htm)
- **Deliberation**
  - **Advisory Matters:** (Committee workgroup requesting committee guidance, advisory function of the committee)
    - Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
  - **Policy Matters:** (Committee deliberation on a draft policy proposed for recommendation for University Senate consideration)
    - Robert's Rules apply meaning a main motion (to recommend the policy for consideration by the University Senate) is made and committee deliberation proceeds with a vote determining committee disposition of the motion.
- **Duration**
  - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration.
- **Minutes** The minutes of the committee shall be drafted by the following process.
  - The committee secretary shall keep notes of the meeting.
  - The committee secretary may request clarification from the committee at any point in the meeting.
  - Immediately prior to adjournment of any meeting, the committee secretary shall have the opportunity to seek clarification on any matter to inform preparation of meeting minutes.
  - The secretary shall prepare a draft of the minutes for committee review in consultation with the committee officers.
  - This draft of the minutes is circulated to the committee for review prior to posting.
  - The committee members shall have a minimum of two business days to review the minutes.
  - If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
  - The minutes are posted in compliance with the university senate bylaws timeline (within 8 calendar days of the meeting).
  - *Except for the minutes of the final meeting of the academic year, the previous meeting minutes are an item on the agenda.*
- **Parliamentary Authority**
  - The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Faculty Affairs Policy Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order the University Senate or Faculty Affairs Policy Committee may adopt.
- **Quorum**
  - A majority of the committee membership shall constitute a quorum. (Article IV, Section 6.C)
- **Voting**
  - **Voting Members:** Each of the thirteen members listed in the University Senate bylaws is a voting member of the committee.
  - **Voting Threshold:** In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote *assuming the presence of quorum.*
    - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
    - The voting threshold for adoption of a matter to be considered by the committee may be amended by a majority vote.
- **Amendment of these operating procedures**
  - These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision is considered. Any such revision(s) that are approved are effective immediately following the committee vote.