

Faculty Executive Committee Policy and Procedures

Section 1: Composition of the Faculty Executive Committee (FEC)

Committee Membership: Membership of the committee includes nine (9) full-time tenure track non-administrative faculty members (four from Teaching and Learning (T&L) , two from Curriculum, Foundations and Reading(CFR) and two from Leadership Technology, and Human Development (LTHD) elected by the respective departments: one at-large representative elected by entire COE. At least one-half of the departmental representatives must be tenured.

Chair: The chair of the committee will be elected by majority vote of the committee at the **last meeting of the academic year**. The chair (or his/her representative) will convene meetings, coordinate work of the committee, and serve as a liaison to the dean. An individual must have at least one year of prior service on this committee in order to be elected as chair.

Term of Membership: Terms shall be for two years. The terms will be staggered by department to insure there will always be continuing members on the committee.

General Procedures for the Committee.

- The committee shall elect a recorder to keep, distribute and post minutes of the meetings.
- If a recorder or chair cannot be present at a meeting, the meeting will proceed as scheduled and the attending members will select a substitute for the position.
- If a committee member cannot attend a meeting, it is his/her responsibility to inform the chair.
- If elected members of a committee find it impossible to attend meetings and represent their department, it is their responsibility to discuss this with their department chair and make arrangements to be replaced by a member of the department who can fulfill these committee responsibilities.

Section 2: Responsibilities of the Faculty Executive Committee

The College of Education ByLaws list the Faculty Executive Committee's responsibilities as:

1. Be the primary vehicle to coordinate the fulfillment of Faculty responsibilities in areas such as curriculum, tenure and promotion, etc.
2. Communicate with the Dean of the College on a regular basis.
3. Serve as a forum for the Faculty of the College to present and share ideas, express concerns, and address matters when no other forum is available.
4. Represent Faculty on issues concerning governance in the college and the revision of the policy and procedures manual and other related documents ensuring agreement between these bylaws and all related documents guiding the development and implementation of policies and procedures in the college.
5. Bring forward issues and matters pertinent to the Faculty of the college.
6. Facilitate, with approval of the dean, the functioning of standing committees.
7. Establish, with approval of the dean, ad hoc committees and facilitate the functioning of these committees.

8. Consult with the dean on the replacement of representatives on university committees when vacancies arise between regularly established elections.
9. Participate in the development of the college conceptual framework and mission and vision statements.
10. Call and sponsor forums (e.g., By-Laws discussion) of the Faculty of the College of Education, as deemed necessary.
11. Serve as an additional conduit for representatives on committees outside the College of Education to provide pertinent information to the Faculty.
12. Assist the dean, chairs, and other administrators in ensuring that all constituents affected by policy changes have been notified and provide with an opportunity to respond to suggested policy changes

Section 3: Conducting Business with the Faculty Executive Committee

The FEC will meet monthly with an agenda composed of the following:

- Approval of FEC minutes from last meeting
- Approval of current meeting agenda
- Review of Standing Committee and Ad Hoc Committee minutes
- Conversation with the Dean
- Conversation with COE faculty members
- Review Committee End of Year Reports at final FEC academic year meeting
- Special FEC meetings will be called by the chair as needed
- Other

Section 4: Policies and Procedures of the Faculty Executive Committee

1. Coordinate fulfillment of Faculty responsibilities

- (1) Develop a procedure to gain understanding of committee work.
 - 1.1 Send FEC agenda to all Standing Committee Chairs and identify concerns prior to next FEC meeting
- (2) Review annual reports of standing committees and Ad Hoc committees to determine progress towards annual outcomes
 - 2.1 Annual reports sent to FEC Recorder and disseminated to FEC members
 - 2.2 FEC members review Standing Committee and Ad Hoc Committee annual reports and identify concerns prior to last scheduled meeting
 - 2.3 If review identifies concerns, the FEC will communicate with committee chairs involved
- (3) Review function of Faculty Executive Committee
 - 3.1 Develop and disseminate annual progress report to COE faculty
 - 3.2 Schedule and hold faculty forum to provide feedback if needed
- (4) College Policy & Procedures are available to all COE faculty

2. Communicate with the Dean of the college on a regular basis

- (1) Invite Dean to attend each FEC meeting with an agenda item to share concerns
- (2) Send approved FEC minutes to the Dean
- (3) Schedule additional meetings with the Dean as needed

3. Serve as a forum for the Faculty of the college to present and share ideas, express concerns, and address matters when no other forum is available

- (1) Schedule and hold faculty forum as needed
 - 1.1_ FEC will prepare a forum report/summary
 - 1.2_ Forum report/summary will be accepted at the next scheduled FEC meeting and be included in the minutes of that meeting
 - 1.3_ Forum reports/summaries will be reviewed by the FEC for possible action items

4. Represent Faculty on issues concerning governance in the college and the revision of the policy and procedures manual and other related documents ensuring agreement between these bylaws and all related documents guiding the development and implementation of policies and procedures in the college.

- (1) Faculty who have concerns should submit them in writing to the FEC chair. The FEC Chair will include the faculty concern on the agenda of the next scheduled FEC meeting. The decision can range from taking the matter to the dean, calling a forum, resolving the matter outside any committee structure, or referring the issue to another standing committee.
- (2) Review Standing Committee minutes for Policy and Procedures revisions
 - 2.1 Review revisions for consistency with COE Bylaws
 - 2.2 Review revisions for consistency with committee charge
 - 2.3 Request Standing Committee update COE Policy and Procedures manual with revision date included
- (3) Review COE Policy and Procedures manual in Spring to determine necessary updates and/or revisions for next academic year

5. Bring forward issues and matters pertinent to the Faculty of the college.

- (1) Faculty who have concerns other than governance should submit them in writing to the FEC chair. The FEC Chair will include the faculty concern on the agenda of the next scheduled FEC meeting. FEC Committee will consider each issue and notify the faculty member who brought the concern forward of the decision rendered. The decision can range from taking the matter to the dean, calling a forum, resolving the matter outside any committee structure, or referring the issue to another standing committee.
- (2) Faculty members who have announcements pertinent to the COE Faculty may bring them to the attention of the FEC.

6. Facilitate, with approval of the dean, the functioning of standing committees.

- (1) Each year the dean and FEC should review the charges of each committee.

7. Establish, with approval of the dean, ad hoc committees and facilitate the functioning of these committees.

- (1) Establish COE Faculty Ad Hoc committees throughout the year as needs, concerns or issues arise.

- 1.1 Ad Hoc committees are initiated through either the Dean's Office or Standing Committees.
 - 1.2 These committees should be charged with their specific and limited purpose to insure that committee work is conducted and reported in an efficient and timely manner.
8. Consult with the dean on the replacement of representatives on university committees when vacancies arise between regularly established elections.
- (1) If a vacancy is announced in a GSU or COE Standing Committee, the FEC will make recommendations for the dean's approval to fill the vacancy and complete the committee membership term in accordance with the COE Election Committee procedures.
 - (2) FEC will make every attempt to solicit input from the COE faculty regarding nominations to fill vacant committee terms.
9. Participate in the development of the college conceptual framework and mission and vision statements.
- (1) Appoint a representative of the FEC to serve on committees involved in this work when it is deemed necessary.
 - (2) Provide input to committees involved in this work as it is relevant.
 - (3) Call Faculty Forums (using procedure in Policy 10) to allow faculty input into the process.
 - (4) Facilitate COE Faculty vote regarding acceptance of revisions to conceptual framework, mission and vision.
10. Call and sponsor forums (e.g., By-Laws discussion) of the Faculty of the College of Education, as deemed necessary.
- (1) Receive requests from Faculty/Staff or Faculty committees to hold a faculty forum. Review the requests to determine the need to have a forum, seeking input from individual faculty through departmental representatives.
 - (2) If a Forum is deemed necessary, call a Forum with at least 5 working days notice. Publicize the Forum through e-mail, written memos, posted notices, etc
 - (3) Specify the purpose of the Forum
 - (4) Specify a chair/coordinator to conduct the Forum.
 - (5) Hold Forum
 - (6) Ensure that a recorder has been appointed to provide a record of discussions
 - (7) FEC will prepare a forum report/summary
 - 7.1 Forum report/summary will be accepted at the next scheduled FEC meeting and be included in the minutes of that meeting
 - 7.2 Forum reports/summaries will be reviewed by the FEC for possible action items
11. Serve as an additional conduit for representatives on committees outside the College of Education to provide pertinent information to the Faculty.
- (1) Establish an FEC web page on the COE Website to post relevant information
 - (2) The FEC Recorder will be the recipient of information to be disseminated

12. Assist the dean, chairs, and other administrators in ensuring that all constituents affected by policy changes have been notified and provided with an opportunity to respond to suggested policy changes.

- (1) Notify faculty about suggested policy changes through e-mail, memos, etc.
- (2) Call Faculty Forums as specified in Policy/Procedure 10.
- (3) Post policies at the FEC web site.