

# **FACULTY DEVELOPMENT COMMITTEE BYLAWS**

## **1. OFFICIAL NAME:** Faculty Development Committee

## **2. MISSION AND PURPOSE**

To promote activities which enhance the professional growth of the faculty and thus improve the quality of learning and service at Lower Columbia College. The Faculty Development Committee is the body responsible for allocating professional development funds allocated as negotiated in the Faculty Collective Bargaining Agreement. The committee may also act in an advisory capacity, as requested by the Vice President for Instruction, for professional development funds from other sources, in-service days, and other events relating to the professional growth of the faculty.

## **3. GOVERNANCE**

Governance Council is the body responsible for approving the committee's bylaws. Instructional Council is responsible for reviewing its work. The Vice President of Instruction (or designee), is responsible for overseeing the operation of the committee.

## **4. AUTHORITY**

The collective bargaining agreement between Lower Columbia College and the LCC Faculty Association of Higher Education establishes the Faculty Development Committee as the body responsible for allocating professional development funds, the amount of which are negotiated and established in the agreement.

## **5. SUB-COMMITTEES**

The Faculty Development Committee has no standing sub-committees. It may establish ad hoc subcommittees from its membership in order to facilitate the review of applications and make recommendations for professional development funding.

## **6. MEMBERSHIP AND LEADERSHIP**

The Faculty Development Committee shall consist of one full-time faculty from each instructional department and the Vice President of Instruction (or designee), who shall act as a non-voting member. Each instructional department shall assign a member using the committee assignment process. The committee shall elect annually a chair from the faculty committee membership.

The term of membership shall be two years, with membership terms staggered. Members are eligible for re-election.

The Elected Chair shall:

- a) Call the first meeting of the year and schedule at least one meeting each quarter of the regular academic year.
- b) May establish a sub-committee to review activity requests and make recommendations to the Committee as a whole. This subcommittee shall be comprised of a minimum of three voting members and membership shall be rotated each quarter. The committee chair shall serve on each subcommittee meeting.
- c) Ensure orderly review of all properly-submitted Faculty Development requests. Faculty Development committee members are excluded from voting on their own requests.

The Vice President (or designee) shall:

- a) Maintain a record of minutes, as well as, the disbursement of funds.
- b) Maintain a current budget for the Committee.
- c) Inform the Committee of all resources available for professional development, as well as, any restrictions that may apply.

## 7. MEETINGS

The Committee will meet to consider applications according to a schedule to be distributed by the committee at the beginning of each year.

All meetings shall be open and any interested party may participate in Committee discussions. Faculty requesting funds are welcome to personally represent their request. A quorum shall consist of a majority of voting members.

## 8. OPERATING PROCEDURES

### a) Activities Eligible for Funding

Faculty development funds disbursed by this committee shall be for the following types of activities.

- I. **Tuition Reimbursement.** Faculty members who have received prior approval from the Vice President of Instruction for completing courses, within the current fiscal year, which have clearly added to their professional development may request reimbursement.
- II. **Travel, Registration and Per Diem.** Attendance at professional development meetings, conferences, volunteer service work related to

your discipline, seminars and workshops will be supported through the Committee's resources.

- III. **Consultants' Fees and Expenses.** Departments, programs or faculty may request funding to consult with or bring in an experienced faculty from another college or an expert in the field to provide faculty development, or to help solve an educational problem for the College. Department requests, while not limited to the \$1,600 maximum, will be reviewed on a case by case basis and divided among participants.
- IV. **Miscellaneous items.** Expenses for miscellaneous items such as books and computer software that are directly related to one's professional growth (such items would not include equipment) can be funded. Expenses can be funded up to a limit of \$500 when other sources of funding have been explored and are not readily available.
- V. **Certificates and Exams.** Requests for certificates and exams should be deferred to other sources. However, the committee may use their discretion to award funds as appropriate.
- VI. **Membership Fees:** Requests for membership fees should be deferred to other sources. However, the committee may use their discretion to award funds if appropriate.

b) **Funding Priorities**

Funding will be made available as outlined in the Faculty Collective Bargaining Agreement. Funding priorities will be established and voted upon by all faculty and outlined in the Committee's Guidelines.

c) **LEVEL OF FUNDING**

The level of funding allowed to individual faculty will be determined by the Committee and entered in the Committee's Guidelines at the first meeting each year or as soon thereafter as possible.

**9. RELEVANT ACCREDITATION STANDARDS, POLICIES, AND/OR PUBLICATIONS**

Appendix A of the Faculty Collective Bargaining Agreement establishes a funding amount for professional development and the Faculty Development Committee as the mechanism for distribution of those funds.

**10. MINUTES**

The Vice President of Instruction (or designee) arranges for the collection of minutes. Minutes are archived in the Office of Instruction and will be made available on the Faculty Development Committee webpage.

## **11. CHANGE OF BYLAWS**

These by-laws may be amended at any time by a majority vote of the membership and are subject to the approval by the Governance Council.

## **12. EFFECTIVE DATES AND CHANGE RECORD**

Approved on March 7, 2018 by Governance Council.  
Approved on March 14, 2018 by Executive Leadership Team.