

Faculty Development, Assessment and Improvement Committee (FDAI)

Mission Statement and Bylaws:

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Mission Statement

The Faculty Development, Assessment, and Improvement (FDAI) Committee interacts with UAF stakeholders to facilitate faculty development relative to all components of faculty professional activities including teaching, research, and service to the university, the professional community, and the public. FDAI promotes excellence in faculty teaching through evaluating the status of faculty development and assessment, facilitating intellectual activity and interaction among faculty, promoting fair and relevant faculty evaluation systems, and developing and/or piloting professional development initiatives that recognize and promote good practice in teaching and research.

Bylaws

Definitions:

- The *FDAI* shall refer to the Faculty Development, Assessment, and Improvement Committee and *UAF* shall refer to the University of Alaska Fairbanks;
- The FDAI is a *permanent committee* of the UAF Faculty Senate;
- The *voting members* of FDAI shall consist of all full members of the committee;
- A seat on the FDAI shall be considered *vacant* if the individual has left UAF or has asked to be removed from the committee;
- Unless otherwise specified, a *vote* of the FDAI shall be an in-person or electronic vote by the voting members of the FDAI only.

Composition of Membership:

- As a permanent committee of the UAF Faculty Senate, membership to FDAI shall be for two years with the possibility of re-appointment;
- To address the specific needs of all UAF campuses, the membership of the FDAI shall include faculty from both rural and Fairbanks campuses;
- The FDAI shall consist of the Chair, Co-Chair, and up to 13 other members who can come from both inside and outside of the UAF Faculty Senate;

- In addition to the up-to-15 regular committee members, the FDAI shall allow for the addition of non-voting ex-officio members: These shall include a mandatory ex-officio representative from the Office of Faculty Development to be selected by the Provost as well as a member of UAF's list of deans.

Selection of Committee Members:

- Committee assignments will be issued by the Faculty Senate President following confirmation of Senate election results and in consultation with the current FDAI committee chair;
- Faculty not currently on FDAI but interested in joining the committee may request assignment to the FDAI through a formal letter to the Faculty Senate president to be submitted before the start of an academic period. The Faculty Senate president will forward membership requests to the FDAI committee, which will vote on new members by majority vote;
- For the FDAI committee to remove a member, there needs to be a 2/3 majority in the vote.

Election of the Chair, Co-Chair, and Note Taker:

- A Chair, Co-Chair, and Note Taker shall be elected from and by the membership of the FDAI during the first meeting of a new committee for which a quorum was reached;
- Both Chair and Co-Chair shall be full-time members of the UAF faculty and at least one of them shall be a member of the UAF Faculty Senate;
- The Co-Chair will replace the Chair in all functions should the Chair be absent;
- The FDAI Chair term will last no more than 2 consecutive years and for at least 1 year;
- In the event that the FDAI Chair becomes vacant, the Co-Chair shall become the new committee Chair. Also, a vote by the current FDAI members will be convened as soon as possible to select a new Co-Chair;
- The FDAI Chair (or Co-Chair) shall be responsible for ensuring that the meetings are run in a fair and efficient manner. The members of the FDAI may overrule any particular decision of the Chair (or Co-Chair) in this regard by majority vote;
- The FDAI committee Chair will serve on the UAF Administrative Committee, which is responsible to fully prepare the agenda and materials for efficient operation of the senate.

Agenda Items:

- The FDAI Chair will be responsible for calling the agenda. The Chair also presides over the meetings;
- Members of the FDAI will be able to add items to the agenda by providing their information to the FDAI Chair / Co-Chair with appropriate notice;

- Each decision of the FDAI shall be made by majority vote of the FDAI members present at the meeting during which the decision was made;
- The minutes from the monthly meeting should be compiled and sent out electronically by the Note Taker to the FDAI members for approval. After approval by the majority of the committee membership, the minutes shall be forwarded by the FDAI chair to the UAF Faculty Senate.

Meetings:

- The FDAI committee will meet once a month during the academic year;
- The FDAI Chair will call the meetings and make sure there is adequate notice before each meeting;
- The FDAI Chair will be able to change the date of the meeting, as long as adequate notice is provided of the change.

Quorum and Bylaws:

- For a motion to pass or a meeting to take place, there needs to be a quorum of at least half of the current FDAI membership present (either in person or on the phone);
- To change an item written into these bylaws, a 2/3 (two-thirds) majority vote by the current FDAI membership is required;
- Any item not addressed within these bylaws will be covered by the UAF Faculty Senate bylaws.