

Faculty Professional Development Committee Bylaws

I. Name: Faculty Professional Development Committee

II. Purpose: The Faculty Professional Development Committee at Tidewater Community College will review and recommend opportunities for faculty to enhance their teaching and learning.

The committee will represent all campuses and report to the PAPC. The committee shall:

- A. Assist in ensuring that professional development opportunities are aligned with curricular goals, properly integrated with educational technology, and well marketed to faculty, staff, and administration constituents.
- B. Research and seek faculty input into the latest pedagogical trends, current scholarship, best practices in college instruction, and 21st century technological innovations in the classroom.
- C. Actively participate in planning, attending, presenting, and/or volunteering at college-wide professional development activities.
- D. Help guide the development of the Batten Center for Teaching Excellence and coordinate faculty involvement.
- E. Provide faculty input and support to the Faculty Professional Development Managers, as well as to the Associate Vice President for Faculty Professional Development.
- F. Recommend resource support for faculty professional development.
- G. Provide support to other committees with shared purpose in revising and/or reviewing the efficacy of the Faculty Evaluation and Development Plan.
- H. Collaborate with the VCCS Regional Center for Teaching Excellence (Tidewater Region) to promote regional and statewide professional development opportunities to TCC faculty.

III. Membership and Terms of Office

- A. An Academic Dean will be appointed by the chair to serve on the committee. Representatives from the teaching faculty will be elected college-wide by peer group. A Counselor and Librarian will be elected college-wide by their peers. A Faculty Professional Development team member will be appointed by the Associate Vice

President for Faculty Professional Development. One at-large adjunct faculty representative will be elected by his or her peers.

- B. Up to three teaching faculty members may be appointed for a one-year term by the PAPC to ensure equitable representation from the four campuses. If possible, these appointments should avoid duplication of a particular discipline.
- C. Members are elected to serve two-year terms with a second two-year term possible if re-elected. There will be a 50% overlap in committee membership from year to year. This will be ensured in the first election by having the members of the committee with even numbers, as indicated in the list below, being elected to a one-year term, and the committee members with odd numbers being elected to a two-year term. Those with initial one-year terms will be eligible to serve a following two-year term if elected. In all elections following the first one, all voting members of the committee, with the exception of the PAPC appointees, will be elected to serve two-year terms. If a member should step down from the committee before his or her term concludes, a replacement shall be appointed by the committee Chair to serve the remainder of the term. Members may be elected back to the committee after one year off the committee.
- D. Committee member terms will begin June 1. Newly elected members will attend the April meeting prior to serving their term to become acquainted with the committee's operations.
- E. The committee Chair will conduct yearly elections to fill vacancies in cooperation with the PAPC.

Committee Members

1. 1 member from the Arts & Humanities pathway
2. 1 member from the Business pathway
3. 1 member from the Engineering, Science, and Mathematics pathway
4. 1 member from the Health Professions pathway
5. 1 member from the Computer Science and IT pathway
6. 1 member from the Manufacturing and Transportation pathway
7. 1 member from the Maritime and Skilled Trades pathway
8. 1 member from the Public and Professional Services pathway
9. 1 member from the Social Sciences and Education pathway

10. 1 at-large adjunct faculty
11. 1 librarian
12. 1 counselor
13. 1 academic dean
14. 1 representative of the Faculty Professional Development team
15. Up to three at-large, PAPC appointees
16. Ex-officio members (1-2), non-voting member(s), including the Associate Vice President for Faculty Professional Development and immediate past Chair

IV. Voting

- A. All members of the Faculty Professional Development Committee may vote with the exception of Ex-Officio members. Members must be listed on the current membership list. If a member is unable to attend, he/she may select someone to substitute for them. This substitute may vote as long as the member has e-mailed the committee Chair giving the substitute a proxy vote for that meeting.
- B. All committee business shall be formally presented and voted on during regularly scheduled monthly meetings, provided a quorum of voting members (or proxies), excluding vacancies, is present. In the case of time-sensitive action items when a quorum is not present, the Chair may elect to call for a virtual vote by the full membership within three business days following the meeting. All actions taken based on the virtual vote will be binding provided the number of votes received constitutes a quorum.

V. Election of Officers

- A. Faculty Professional Development Committee officers will be elected by members of the committee. This will typically happen during the regularly scheduled April meeting. Only sitting members of the committee may vote, but those continuing members and new members of the committee shall be eligible to be officers.
- B. Elections of officers will be held by May 1.
- C. On June 1 of each year, the committee officers shall begin their one-year terms.
- D. The Chair may serve up to two consecutive one-year terms if elected by the committee members.

VI. Officers

The officers of the Faculty Professional Development Committee shall consist of the Chair and the Recorder.

A. The Chair of the Faculty Professional Development Committee shall:

1. Secure a meeting room and call regular meetings during the academic year. The Chair may also call meetings on an as-needed basis.
2. Create an agenda for each meeting using the template provided by the PAPC.
3. Distribute agenda, backup materials, and draft minutes of previous meeting electronically to all committee members. This should typically happen no less than 7 calendar days prior to each scheduled meeting.
4. Preside over meetings.
5. Designate the Past Chair to preside over the meeting in his or her absence. If the Past Chair is unavailable, the Associate Vice President for Faculty Professional Development shall appoint a substitute Chair for that specific meeting.
6. Provide reports to the PAPC and to the Vice President for Academic Affairs in accordance with the governance timeline.
7. Attend PAPC meetings.
8. Share with the committee motions passed by the PAPC and report comments back to the PAPC Chair within the 30-day comment period.
9. Verify that the committee's web postings are accurate and up-to-date.
10. Report upcoming openings on the committee to the PAPC Chair by February 15, and cooperate with the PAPC in conducting elections.
11. Hold elections for the committee officers during the regularly scheduled April meeting.
12. Report committee membership election results for the upcoming year to PAPC by May 1.

B. The Recorder shall:

1. Take accurate minutes (including attendance records) of each committee meeting.
2. Submit draft of minutes to the committee Chair no less than 10 days prior to the meetings using the template provided by the PAPC.

3. Ensure and verify electronic posting of approved minutes.
4. Track membership rotation and report to the committee Chair before February 15.
5. Perform other official duties in consultation with the Chair.

VII. Meetings

- A. The Faculty Professional Development Committee meetings will generally be determined by the May PAPC meeting and posted. Date and time are subject to change based on meeting conflicts and member schedules, at the discretion of the chair. Every effort will be made to provide a virtual meeting option.
- B. The Chair, in consultation with Ex-Officio members, may call additional meetings as required to be held at a time and a place agreed upon by the membership during a regularly scheduled meeting. The Chair shall notify all members by email of the time set for the extra meeting.
- C. A quorum is defined as 50% or more of the total voting membership, excluding vacancies, and is required for a vote on any action items presented to the committee.

VIII. Attendance

Members of the Faculty Professional Development Committee are expected to attend all meetings scheduled to conduct the committee's business. If a member misses three regularly scheduled meetings without a valid reason, he or she shall be removed from the committee. A replacement may be appointed by the committee Chair to serve out the remainder of the term.

IX. Subcommittees

The Chair, at his or her discretion in consultation with Ex-Officio members, may appoint ad hoc subcommittees as required to carry out the committee's charge.

X. Amendments

Amendments to these Bylaws must be proposed and lodged at a regularly scheduled meeting and are subject to a 2/3 majority vote of the voting membership, excluding vacancies, at the next regularly scheduled meeting for which a quorum is present.