

PROCEDURES

FACULTY DEVELOPMENT STEERING COMMITTEE

- I. NAME. The Faculty Development Steering Committee of Tennessee Technological University.
- II. PURPOSE. The purpose of the Committee shall be:
 - A. To promote the continuing development of an academic atmosphere that fosters the University's commitment to quality education and to learning as a desirable and esteemed process.
 - B. To develop specific programs and activities designed to evaluate and improve instruction. Consonant with this, areas of concern may include, inter alia, the following: evaluation of instruction by students, peers, and superiors; criteria for promotion; tenure and faculty recognition; student advisement; correction of instructional deficiencies; instructional support services; student-faculty relationships; inter-faculty communication; promotion of innovative course design; and facilitate the adoption of new learning technologies that enhance student learning.
- III. MEMBERS. The Faculty Development Steering Committee shall include members of the faculty and administration that are leading advocates of faculty development activities and are appointed by the University President in accordance with approved procedures:
 - A. FACULTY. QEP Director, TQI Director, Technology Institute Director, and STEM Center Director.
 - B. ADMINISTRATORS. Online Programs Director, Dean of Library and Learning Assistance, and Associate Vice President for Academic Affairs (*ex officio*).
 - C. RESOURCE PERSONS. *Non-voting resource persons are appointed by the President.*
 - D. TERMS OF OFFICE. Members will serve terms of one (1) to three (3) years, with appointments to be effective at the beginning of the Fall Semester. All appointments are subject to renewal at the discretion of the President.
 - E. VACANCIES. When a vacancy in membership occurs, the President shall appoint a successor to fill the unexpired term.
 - F. ATTENDANCE AT MEETINGS. If a member of the Committee will be absent from a meeting the member may, with the concurrence of the Chairperson, appoint a representative to serve in the member's place with all the rights and privileges of a regular member.

IV. OFFICERS.

A. CHAIRPERSON. The Chairperson of the Committee shall be elected annually from the membership of the Committee at the first meeting of the academic year. A Chairperson may be elected to serve up to three consecutive years. A person who has served as Chairperson for three consecutive years is not eligible again for election for three (3) years.

The Chairperson shall:

1. Preside at all meetings, or designate another member to preside.
2. Prepare for distribution to the members a tentative agenda for each meeting, including all items satisfying Section V-B, at least five (5) working days prior to the meeting. This agenda may include items not previously distributed to the membership under Section V-B of these procedures.
3. Insure that the minutes are prepared and distributed to the membership.
4. Call special meetings when necessary.
5. Appoint ad hoc subcommittees as required.
6. Disseminate information regarding action taken by the Committee.
7. When deemed desirable, invite guests to participate in discussion of matters before the Committee.
8. Perform the duties prescribed by these procedures and by the parliamentary authority adopted by the Committee.
9. Vote in case of a tie.
10. Prepares the Annual Report of the Committee's activities and submits a copy to the Academic Council at its April meeting.

B. EXECUTIVE OFFICER. The President will appoint the Associate Vice President for Academic Affairs to serve as executive officer and resource person and to provide staff support services.

V. MEETINGS.

- A. At least one regular meeting shall be held during each semester of the academic year (excluding the summer semester). The date and time for such meetings shall be included in the Administrative Calendar. The date and time for the regular meetings may be changed by the Chairperson if there is sufficient reason to warrant such an action.
- B. Any member may submit items to the Chairperson for inclusion on the agenda. These items shall be circulated by the member to all other members not later than two weeks prior to the meeting.
- C. The order of the agenda shall be adopted at the beginning of each meeting by a simple majority of those present.

- D. The Chairperson may call a special meeting when he or she deems such action desirable.
- E. Two-thirds of the members of the Committee shall constitute a quorum.

VI. SUBCOMMITTEES.

- A. No standing subcommittees are authorized.
- B. Ad hoc subcommittees may be appointed by the Chairperson as he or she shall from time to time deem necessary, or as shall be deemed necessary by the Committee, to carry on specific items of the work of the Committee.

VII. PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these procedures.

VIII. AMENDMENT OF PROCEDURES.

These procedures can be amended at any regular meeting of the Committee by two-thirds of the membership voting for the amendment, provided the amendment has been submitted in writing to each member at least two weeks prior to the meeting. Amendments to procedures are subject to final approval by the Administrative Council.

IX. COMMITTEE ACTION AND REVIEW.

Actions of this Committee are subject to review by the Academic Council and approval by the President.

X. EFFECTIVE DATE OF IMPLEMENTATION.

These modified procedures shall become *effective immediately*.

6/10

Approved by Academic Council 10/10/10 meeting