



## **Advisory Council**

# **Charter**

**April 2016**

**Eastern Michigan University**



Bruce K. Nelson

# Faculty Development Center

## Advisory Council Charter-

### Faculty Development Center Mission, Vision, Values

#### MISSION:

The Faculty Development Center promotes excellence in teaching, learning, and scholarly activities. The Center grounds itself in awareness and support for cultural diversity and community-building.

#### VISION:

The Faculty Development Center will inspire instructors to be the best they can in regard to improving the learning experiences for students, advancing academic disciplines, and engaging in service with internal and external communities.

#### CORE VALUES

The purpose of the Center is to extend a cordial welcome and to provide professional development services to all tenure-track, tenured, and emeritus faculty, full-time and part-time lecturers, and instructional graduate assistants. The FDC supports individuals in reaching their full potential in alignment with the University's mission, and in accordance with these core values:

**Respect** – We recognize that learning and improving one's present state is a desired goal. We believe each individual has unique talents to be mastered and a personal mission to achieve.

**Inclusiveness** – We create a supportive and confidential environment for all members of diverse groups and identities.

**Caring** – We believe in creating a welcoming and supportive environment to sustain professional and personal wellness. We strive to provide multiple venues for success, such as space for faculty to work independently, to receive one-on-one consultation, to meet with colleagues, and to participate in workshops and seminars.

**Commitment** - We strive to make the best use of our existing resources while simultaneously seeking out ways and means to further our scope and reach. We accommodate a diverse range of needs and try to ensure that when faculty leave the Center or program activity, they possess the knowledge/skills to take the next steps in reaching their goals.

This Charter specifies the purpose, membership, and responsibilities of the EMU's Bruce K. Nelson Faculty Development Center Advisory Council.

## **PURPOSE**

1. Name: Faculty Development Center Advisory Council (FDCAC or Council)
2. Type: A Standing Committee of the University
3. Purpose: To provide faculty and staff input into the operations of the FDC.
4. Authority: The Council is advisory to the director of the FDC about the operations and programming of the FDC.

## **MEMBERSHIP**

1. Members
  - One representative from each of the colleges COT, COB, COE, CHHS, and the University Library, and Two reps from CAS; one representing the Humanities & Social Sciences and one representing the STEM faculty, nominated to and approved by the Faculty Senate (three year term).
  - Two reps appointed At Large from the faculty, nominated to and approved by the Faculty Senate (three year term).
  - One lecturer and alternate selected by the EMU Federation of Teachers (one year term).
  - One representative from EMU's office of e-Learning, selected by the executive leadership (one year term).
  - One representative from the Division of Information Technology (one year term).
  - Director of the Faculty Development Center or designee (ex-officio). This is a non-voting position.
2. Faculty are elected at the end of winter semester to serve three-year terms of membership.
3. It is expected that all stakeholders will nominate and approve representatives before the first meeting of the fall semester.
4. Other ex-officio members (or their designees) may be admitted as necessary.

## **RESPONSIBILITIES**

1. The Council shall meet as needed, typically once per month during the regular academic year.

2. The agenda and timetable of meetings of the Council shall be set by the Director of the FDC with input from faculty.
3. Responsibilities of Members
  - Attend monthly meetings.
  - Offer advice to the Director.
  - Seek input/guidance from their representative bodies.
  - When possible, share information back to their representative bodies regarding the activities and operations of the FDC.
  - Any member of the Council who wishes to apply for an FDC administered award (including eFellows) must recuse themselves from the award process.