

GAVILAN COLLEGE
FACULTY STAFF DEVELOPMENT COMMITTEE
CONSTITUTION AND BY-LAWS

ARTICLE I: Name

This organization shall be known as the Faculty Staff Development Committee and is a standing committee of the Academic Senate.

ARTICLE II: Purpose

The purpose of this organization shall be:

- A. To review and approve professional growth activities submitted by the faculty for salary track advancement and career increments.
- B. To review and approve flex contracts, co-curricular, and individual professional development plans.
- C. To review and approve applications for travel and conference funds.
- D. To design forms and questionnaires for faculty evaluation, in cooperation with the administration.
- E. To design application forms for track advancement, career increments, flex contracts, co-curricular activities, and individual professional development plans.
- F. To assist in presenting programs which serve to improve the quality of education and innovative instruction at Gavilan College.
- G. To review and prioritize sabbatical leave applications.
- H. To participate in new faculty orientation as requested by the administration.

ARTICLE III: Membership

- Section 1. Membership shall be selected by the Academic Senate and shall include:
- Nomination of the chairperson shall be from the existing committee membership and shall be forwarded to the Academic Senate for final approval;
 - Eight voting members (including chair) selected from the 12 departments;
 - Vice President of Instruction (voting member).

Section 2. Vacancies shall be filled in accordance with the by-laws.

Section 3. Term length shall be for a minimum of two years. Membership shall be reviewed annually as part of the bylaws and adjustments made as necessary.

Section 4. If a Staff Development Committee member misses three meetings within one school year without justifiable cause, they will be asked to resign from the committee.

ARTICLE IV: Administrative Resource Person

Section 1. Resource person: Vice President of Instruction

Section 2. The responsibilities of the resource person shall be:

- a) Attend all meetings or send a consistently designated alternate who has decision-making authority.
- b) Provide background materials and information
- c) Coordinate staff development activities including new faculty orientations
- d) Vote on agenda items
- e) Remind faculty of contractual deadlines pertaining to staff development
- f) Maintain faculty staff development website

ARTICLE V: Lines of Authority

Section 1. The responsible decision maker is the Academic Senate.

Section 2. The next higher authority is the Board of Trustees.

ARTICLE VI: Meetings

Section 1. Meeting dates and times shall be set by the members based upon need and work schedules.

Section 2. Additional meetings may be called by the chairperson.

Section 3. Meetings shall be open to the public.

Section 4. The majority of the members shall constitute a quorum at all regular or special meetings. In the absence of a quorum, members present may continue to discuss business, but no decision shall be made on behalf of the committee.

Section 5. The minutes of the meetings shall be reviewed by the Academic Senate.

Section 6. All items for action must be on the agenda. The agenda may be revised by a majority vote to accept additional items.

ARTICLE VII: Order of Business, Parliamentary Procedure and Constraints

Section 1. Roberts' Rules of Order, Revised, shall be the authority of the business and parliamentary procedure in both regular and additional meetings that may be necessary.

Section 2. The constitution and by-laws shall be reviewed by the third regular meeting each year and shall be adopted by a majority vote of the committee and approved by the Academic Senate.

- Section 3. Amendments to the constitution may be proposed at any regular meeting of this committee. Amendments, once approved by a majority vote of the voting membership shall then be sent to the Academic Senate for final approval. Once approved by the Academic Senate, revisions are then adopted.
- Section 4. The known or supposed financial constraints on recommended action are determined by the Superintendent/President.

ARTICLE VIII: General

- Section 1. Minutes/Agendas will be prepared by the executive assistant and committee chair.
- Section.2. Changes in guidelines for track advancement and comparative analysis reports for career increments will be made by the committee.
- Section 3. Long term assessment and modification of committee action will be performed at least once a year by the committee.

**BY-LAWS OF THE
FACULTY STAFF DEVELOPMENT COMMITTEE**

ARTICLE I: All recommendations shall be determined by a majority vote, or consensus as determined by the committee by the third regular meeting.

ARTICLE II: The constitution and by-laws of this committee shall be reviewed by the committee and agreed upon or changed by the third meeting in accordance with Article VII, Section 2.

ARTICLE III: The minutes of the meeting shall be reviewed by the Academic Senate.

ARTICLE IV: Committee vacancies shall be filled by Academic Senate action.

Section 1. The committee may recommend a faculty member to the Academic Senate where a vacancy exists.

ARTICLE V: All items for action must be on the agenda.

Section 1. Items not on the agenda may be accepted for action by a majority vote.

ARTICLE VI: Amendments to by-laws may be made by majority vote of the committee.