

Bylaws of the Faculty Portfolio Committee (approved 2 October, 2015)

Membership: Each division shall have one voting representative. The divisions currently are English and Journalism; Arts, Humanities, and Social Sciences; Business; Science; Math; Counseling; Healthcare; Technology; Communications; and Library. Non-voting members are the Administrative Liaison, the Faculty Development Coordinator, and the Digital Portfolio Consultant.

Quorum: A quorum will be a majority (more than half) of the voting members.

Duties: The members shall serve as liaisons to their respective divisions, conduct training during professional development days in coordination with the Faculty Development Coordinator, maintain on-line information about the faculty portfolio process in coordination with the Digital Portfolio Consultant, and make recommendations to the Vice President of Academic Affairs and the Vice President of Student Success and Engagement. If a faculty member has any type of concern with the portfolio process, this committee will serve as a conduit to the Vice President of Academic Affairs on the instructional side, or to the Vice President of Student Success and Engagement on the counseling side.

Eligibility: Those eligible to serve on the Committee must have completed five years of full-time employment.

Length of Service: Faculty elected to the Faculty Portfolio Committee agree to a three-year term of service beginning in August of the academic year. Members may not serve two consecutive terms. A member may serve four years to complete a two-year term as chair.

Elections to the committee: Elections are to be done in each division according to their established procedures prior to May, with the new committee person's name submitted to the Vice President of Academic Affairs after elections. Faculty Portfolio Committee members ending their terms are tasked with informing their divisions so that elections can be held to replace them with new representatives from their divisions. The Faculty Portfolio Committee will maintain a list of current members and their term expiration dates.

Organization: The Committee will have a chair and a secretary.

Responsibilities of the chair:

- Meet with the Vice President of Academic Affairs and the Vice President of Student Success and Engagement to voice the recommendations of the committee.
- Conduct the meetings of the committee.

Selection of the chair:

- The chair will be elected from the voting members of the committee at the last meeting of the academic year.
- The chair will serve for two years.

Responsibilities of the secretary:

- Distribute the agenda of the meeting to committee members.
- Record the minutes of the meetings.
- Distribute the minutes of the meetings to committee members.

Selection of the secretary:

- The secretary will be elected from the voting members of the committee at the last meeting of the academic year.
- The secretary will serve for no more than two years.