

Nova Southeastern University Faculty Advisory Council Charter

Mission

The mission of the Nova Southeastern University Faculty Advisory Council (NSU/FAC) is to advise the President and Provost on academic affairs and make recommendations to enhance the intellectual integrity of the university and its academic programs and policies through teaching, research, and learning.

Statement of Purpose

The purpose of the NSU/FAC is to provide a voice for faculty on issues pertaining to the University by promoting communication between faculty, through the NSU/FAC & President's sponsored Faculty Symposium, the Colleges, the Provost, and the President.

Through this forum the NSU/FAC solicits faculty input and provides recommendations to the President through the Provost on:

- academic quality and enhancement projects
- curriculum matters
- university educational and research policies
- faculty development
- technology and best practices for classroom pedagogy and resources
- student needs and interests
- faculty needs and interests
- diversity, equity, inclusion, and belonging concerns and enhancements

I. Members

Eligible Faculty

Full-time faculty with major responsibility for teaching, research and service within Nova Southeastern University are considered eligible faculty. Examples of those who do not meet this definition include all visiting, part-time and adjunct faculty; assistant and associate deans, deans, vice presidents, department chairs, and other administrators who do not spend most of their time serving as faculty members. Only eligible faculty are permitted to take part in NSU/FAC elections and to serve as members of the NSU/FAC.

II. Membership, Officers and Organizational Structure

Chair - The Chair is appointed by the President, or Provost, in collaboration with NSU faculty members, and is a voting member. In addition, the Chair presides over all NSU/FAC meetings and serves for two years. He or she may be reappointed at the end of each term. While chairing all meetings and setting the agenda, in collaboration with the

members, for each meeting, the Chair must also reserve time specifically for new business and will set a deadline for all members to submit new business items.

- III. Secretary - The Secretary records minutes of all NSU/FAC meetings and submits them for review and approval by the NSU/FAC no later than two weeks after the meeting. The Secretary is responsible for managing the NSU/FAC digital presence, including posting online documents, and facilitating all voting as needed. The Secretary has voting power and is elected to serve for a two-year term and is eligible to run for Secretary again, with no term limits.
- IV. Outgoing Chair - The most recent Chair of the NSU/FAC holds the Outgoing Chair position to serve as an advisor to the Chair. This officer attends all meetings and still retains voting power. It is also the duty of the Outgoing Chair, with assistance from the Secretary, to pass on all relevant documents and minutes to the incoming Chair and Secretary.
- V. NSU/FAC College Representatives - Representatives are charged with representing the views and interests of the faculty of the various Colleges. College representatives include one representative and one optional alternate (in case the representative cannot be present at the meetings). Each College shall have one voting representative recommended by the dean of the respective college and approved by the Provost. The Dean must nominate a minimum of three faculty members working full-time in the college. The Provost will approve the final selection and notify the dean and representative. Members serve for a two-year term, however, they are eligible to serve again, with no term limits.
- VI. Meetings - Unless, declared otherwise, members of the NSU/FAC will meet every other month. The Chair with approval of three voting members, may cancel meetings if there are no agenda items requiring discussion at that meeting. The chair may also schedule additional meetings as appropriate. Any member, with the approval of four other members, may schedule an additional meeting, in the absence of action by the chair, with at least two weeks' notice to all members and interested parties.

An agenda for regularly scheduled meetings of the NSU/FAC shall be published at least one week prior to each meeting. All NSU/FAC College Representatives shall communicate regularly with members of their respective college to discuss matters of interest to their faculty.

VII. *Voting on Proposals*

Following *Robert's Rules of Order*, a formal proposal from eligible faculty must be presented to the Chair, who will then bring the proposal to the NSU/FAC for discussion. Any revisions or changes recommended by the NSU/FAC are forwarded back to the person who submitted the proposal. Upon receipt of the final version of the proposal, the NSU/FAC will vote on the proposal. A quorum of at least 51% of the NSU/FAC is needed for a vote on a proposal to move forward. All proposals requiring a vote are decided by a majority vote of those in attendance. Proposals endorsed by the Council will be forwarded

to the Provost or other appropriate party.

VIII. Selection of Representatives

A. Timeline for Selection of Representatives - The Provost shall reach out to College Deans to remind them of their responsibility to select, following their College rules, one faculty representative member and one alternate (optional) to represent the college on the council. The results of the selection process are shared by the Secretary with the Council and then with the respective Colleges and eligible faculty.

One representative and one optional alternate shall be chosen by the College every other year by July 1, unless a different date is determined.

Replacement of NSU/FAC Members - In the event an elected member is temporarily unable to fulfill his or her role due to illness, sabbatical, or another reason the College shall submit the name of a proposed replacement to the Provost. In the case of members who miss three consecutive meetings, there is a rebuttable presumption of relinquished membership due to nonattendance and the College shall name a replacement in 30 days.

IX. Rules of Order

All meetings will be conducted based on *Robert's Rule of Order* procedure, providing members with the opportunity to respectfully communicate. Attendance for all members of the NSU/FAC will be recorded for each meeting.

X. Charter in Effect

This Charter shall immediately take effect and all policies and procedures herein shall be followed upon approval by the Provost as of the below approval date.

Approval date: Summer 2022