**Regional Campus Faculty Development Committee**

**By-Laws**

ARTICLE I – MISSION

The mission of the Ohio University Regional Campus Faculty Development Committee (RCFDC) is to identify issues and topics appropriate to the continued professional growth and development of the faculty on the regional campuses. Specifically, the RCFDC is charged with the following tasks: 1) promote and encourage scholarly activity at Ohio University’s regional campuses; 2) identify and support means for recognizing and rewarding faculty achievement; 3) define policies and procedures for faculty development requests; and 4) review faculty development grant requests and professional development leave proposals.

ARTICLE II – MEMBERSHIP

SECTION 1: The RCFDC shall be composed of two tenured faculty members from each of the regional campuses and a designated representative of the central administration for regional campuses.

SECTION 2: All members will be appointed by the Executive Dean in consultation with regional campus deans. Members shall serve for a four-year term, with one faculty member from each campus being appointed every two years. Members, with the exception of the designated representative of the central administration, may serve a maximum of two consecutive terms. New members shall be appointed in April and assume the responsibilities of membership at the first meeting during the fall quarter of the new academic year.

SECTION 3: In the event of a vacancy, the Executive Dean, in consultation with the regional campus deans and the Chairperson of the RCFDC, shall appoint another member to complete the term. If the length of the term remaining is one year or less, the member appointed as a replacement shall be eligible for reappointment to two consecutive full terms. Members should designate substitutes to represent them in case of absences.

ARTICLE III – SUBCOMMITTEES

Ad hoc subcommittees will be appointed at the discretion of the Chairperson in consultation with the Vice Chairperson.

ARTICLE IV – RESPONSIBILITIES

The RCFDC shall provide research and development information and guidelines, review applications, and recommend projects for internal research grants.

The committee will consider and award grant requests based on criteria outlined in the call for proposals. Grant funding for each academic year is provided on a first-come basis and distributed according to the guidelines outlined in the call for proposals.

The committee shall provide consultation and advice to the regional campus central administration and deans concerning teaching improvement programs, faculty workshops, mentoring projects, and other related activities.

The committee shall provide regional campus faculty with information concerning University-wide or inter-campus seminars, colloquia, and other such faculty development programs.

The committee shall make primary recommendations to the Executive Dean regarding distribution of awards such as those from faculty research award programs and any other grant programs for which the Executive Dean may seek counsel.

ARTICLE IV – PROCEDURES

SECTION 1: A presiding officer, known as the Chairperson, shall be elected by the members of the committee at the April meeting each year and will begin presiding at the September meeting. The Chairperson, who will be chosen from continuing faculty members, will be the official channel of committee business with the central administration. The Chairperson will be responsible for calling meetings, preparing agendas, and conducting meetings.

SECTION 2: A Vice Chairperson shall be elected by the members of the committee at the April meeting each year and will fulfill the duties of the Chairperson in the event of his or her absence.

SECTION 3: The RCFDC shall hold at least one meeting each quarter during the academic year. Special meetings may be called at the discretion of the Chairperson, or at the request of the majority of the membership. The Chairperson shall make every reasonable attempt to deliver notice of special meetings to all members at least 48 hours in advance of the meeting. For special meetings, electronic voting may be used, with a two-thirds vote of eligible membership required for passage of a motion.

SECTION 4: A quorum will be a simple majority of the membership.

SECTION 5: Business will be conducted by consensus, unless a member requests a vote by voice or written ballot. Any member may request a vote by voice or written ballot on any issue before the committee.

SECTION 6: The Chairperson is responsible for distributing applications for review at least ten (10) days prior to the meeting at which award decisions will be made.

ARTICLE V – AMENDMENT

Amendments to these bylaws must be submitted in writing to the Chairperson, who will distribute them to the membership. Bylaws will receive a first and second reading and may only be enacted after the second reading, which may not occur until one month after the first reading. Two-thirds of the eligible voting membership of the committee must vote for a proposal in order for it to become an amendment.