COE FDRC Committee Meeting
April 26, 2017

Agenda

1. Approval of Minutes
2. Review/edit/offer suggestions — Responsibilities for FDRC
3. Review/offer suggestions — Faculty Line Request Template
Responsibilities of the FDRC
Draft Revised November 1
by Ed Harris and Juliana Utley

Purpose:
The Faculty Development and Research Committee (FDRC) is one of standing committees central to the COE’s shared governance philosophy and practice, which has been designed to enable faculty to have a major influence on the policy and direction of the COE. The FDRC is comprised of faculty elected by their colleagues to conduct the business of the College of Education. In general, the FDRC holds responsibility for providing faculty voice in decisions which impact faculty development, research development and initiatives, long- and short-term planning and development, as well as research and development resource allocation. General responsibilities of the FDRC include; (1) recruitment and retention of students; (2) scholarships and awards; (3) advisement and counseling; (4) convocation and commencement; (5) diversity; and (6) grievance and appeals. Specific responsibilities of the FDRC include, but are not limited to, matters of:

1. Faculty Development: Provide input into and support of new faculty development activities, such as workshops, seminars, and orientation.
2. Provide information to faculty regarding funded and unfunded research
3. Help Cultivate a culture of mentoring in the COE
4. Make faculty aware of development opportunities
5. COE RPT revision
6. Faculty Handbook Revisions
7. Provide input and support re: COE activities during Research Week;
8. Collaborate with Student Affairs Committee to Provide input support re: Research Showcase in April
9. Sabbatical leave requests: Make recommendation to the dean to approve or disapprove requests. Provide forum for Sabbatical Personations/Report upon their return (e.g., brown bags)
10. Faculty Awards

Committee Composition:
The Faculty Development and Research Committee includes:
- Two (2) tenured or tenure-line faculty members from each school and one (1) alternate representative
- One (1) staff representative
- One (1) student representative
- Associate Dean for Graduate Studies, Research, and Outreach (ex officio)

Committee Member Election:
The two committee representatives from each school will be elected for two year terms. The committee representatives are elected in alternate years to have staggered terms to

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best serve the needs of the committee as well as school representation. This will allow transfer of experience and knowledge.

**Committee Chair:**

The chair of FDRC rotates among the three schools. Each of the three schools has a chair of one of the standing committees. The chair serves a two-year term and may have his/her term of office extended if necessary to fulfill the chair obligation. The chair serves as a member of the COE Leadership Team.

**Attendance at Committee Meetings:**

FDRC members are expected to attend all committee meetings and to arrange for the alternate from their school if they must be absent. The committee meeting is open to the faculty of the College and that faculty who have pending actions before the committee are encouraged to attend to answer potential questions concerning those actions. The faculty attending who are not committee members may speak briefly about the proposed actions or send written communication but only P & P committee members can vote.

**Committee Procedure:**

As an open meeting to faculty, the committee follows Robert Rules of Order [http://www.robertsrules.org/rulesintro.htm](http://www.robertsrules.org/rulesintro.htm). New committee members are encouraged to review the website for additional information.

**Committee Meetings:**

The FDRC committee will meet at least twice per semester and when necessary, once a month. Meeting times are arranged by the chair.
Faculty Line Requests, College of Education, 2017

All information is required for consideration during leadership team.

Two page maximum, not including background information

Program Requesting a Line:

Position Requested:

Background Information

1. School and Program Name:
2. Program Coordinator (or contact person) and contact information:
3. Kind of field or clinical experiences students engage in when completing the program, if any:
4. Accreditation(s) associated with the program:
5. Position number is associated with this line request (see Kim Moss if you don’t know):

Criteria

A. Line Request Justification

• Why is this faculty line a priority for your program? school? the COE? How does this line contribute to your program’s 3-5 year growth plan?
• What program need are you filling with this position?
• What steps have you taken to maximize efficiency with faculty resources and meet the need in the past two years?

B. Scholarship related to our Land Grant Mission

Major research emphases: What kind of scholarship will the new faculty member contribute to the program, school, college?

C. Service related to our Land Grant Mission

Impact: What kind of impact might a new faculty member have on the community---local, regional, state, national---as a member of the program?

D. Instruction related to our Land Grant Mission

Teaching and Graduate Advising: What is the need related to teaching and advising/chairing of graduate committees currently in the program? What courses would the new faculty member described here be likely to teach in the next two years? What is the typical enrollment of those?