

November 13, 2013

Brigham Young University – Hawaii
Faculty Advisory Committee (FAC)
Purpose, Organization, Responsibilities, Policies and Procedures

Purpose

The Faculty Advisory Committee (FAC) of Brigham Young University – Hawaii has been organized with the approval of the BYU-Hawaii President’s Council and Board of Trustees. Because the administrative authority of BYU-Hawaii is centralized, the FAC does not have the formal authority of a faculty senate. However, it does have the opportunity to advise both administrators and faculty members. The FAC’s primary responsibility is to facilitate the voice of the faculty. It represents the faculty in informing administrators of faculty concerns, suggestions and desires. It also advises faculty about administrative decisions and policies that affect faculty members. A secondary purpose of the FAC is to support both the faculty and the University in their mission to integrate both spiritual and secular learning, prepare students with character and integrity who can provide leadership in their families, communities and chosen fields, and to build the kingdom of God.

General Roles of the FAC

To ensure that the FAC is truly a representative body, the faculty of each academic unit (defined in the next section) should nominate and elect its delegates, recognizing that the BYUH University President and Academic Vice-President, as well as the Academic, Dean’s and President’s Councils will consider the voice of the FAC.

The FAC works with the faculty and the administration to advance the academic purposes of the university and to ensure the general well-being of the faculty. In fulfilling these duties, the FAC coordinates most closely with the Academic Council (AC), which consists of the Academic Vice President and Associate Academic Vice Presidents, Deans and administrators who report directly to the Academic Vice President. The FAC also coordinates with standing university committees that deal with matters relevant to the faculty, including, but not limited to Promotion and Review, General Education, Curriculum, Institutional Effectiveness and Accreditation, Assessment, Admissions and Academic Exceptions, and Information Technology. The FAC should be given the opportunity to cooperate with and conduct an informed and meaningful review of recommendations of these committees, as many decisions made by the committees have the potential to impact the faculty.

To ensure that the FAC and the AC are aware of the issues and actions of the other, each will make minutes available to the other group. The chair of the FAC will serve as a member of the AC; the primary means whereby the AC notifies the FAC and gives them the opportunity to discuss the issue and advise the AC. Moreover, the AC will respond in writing to the FAC when the AC rejects or amends FAC

advice or recommendations. This process ensures that minutes and positions with final resolutions are fully documented, creating a history of policy for future reference.

Organization and Other Issues

1. The FAC is a nine-member committee with two elected representatives from each college (Business, Computing and Government; Human Development; Language, Culture and Arts; and Math and Sciences) and one from the Library. Any full-time BYUH faculty member is eligible to serve on the committee.

Each committee member is elected by faculty in his or her respective college or group to serve terms of three years. A member may be re-elected to serve a second term of three years. Consecutive service may only be six years. Each year of service on the FAC starts at the beginning of the Fall semester and finishes at the end of the following Summer semester. New members of the FAC should be elected before the beginning of the Fall semester. Members are expected to serve, or provide a substitute, for the complete year. The three-year terms should be staggered between groups so that approximately one-third of the committee is new each year. The chair will monitor replacements and other anomalies. Since replacements are sometimes made mid-year to accommodate those who receive other assignments, representative groups may, with FAC permission, elect representatives for one or three years to improve the ratio of first-year and second-year members.

2. The committee elects the chair for the next academic year before the end of the Summer semester. The chair must have CFS at BYUH and have served on the FAC for at least one year. The outgoing chair organizes and conducts the meeting in which the new chair is elected. In the event that the existing chair is nominated for a second term, this election process can be delegated to another member of the committee. If the chair is not able to complete his/her term, a new chair will be elected by the committee during the year. A quorum of at least seven committee members is required to elect a new chair. The newly elected chair officially replaces the outgoing chair at the beginning of the Fall semester.
3. The committee elects a vice-chair and a secretary during the first meeting of the Fall semester. Any member of the FAC is eligible to be the vice-chair or secretary, including first-year members.
4. At any meeting, regardless of the number of people present, FAC business may be discussed and voted upon. The only exception is when a member calls for a quorum ruling. If a quorum is required, at least seven members of the FAC must be present.
5. Exceptions to these bylaws will require a quorum ruling.

Specific Roles of the FAC

The Faculty Advisory Committee (FAC) represents and serves university faculty by acting as a two-way conduit, sharing faculty concerns, providing advice and recommendations for the Academic Council's (AC) consideration, and by bringing explanations and relevant information from the administration to the faculty. The FAC's main concerns are 1) the quality and consistency of academic programs in relation with the university's stated mission, policies, and procedures, and 2) the faculty's professional concerns. In addition, the FAC supports both the faculty and the University in its mission to integrate spiritual and secular learning, to prepare students with character and integrity who can provide leadership in their families, communities and chosen fields, and to build the kingdom of God. This includes providing programs that encourage and enhance the climate of learning on campus, such as the David O. McKay Lecture, the FAC Academic Forum series and the Center for Teaching Excellence.

Consistent with the role of being a two-way conduit, the FAC will submit concerns and recommendations to the administration via the Academic Council in writing, as well as in Academic Council meetings. In return, the administration will respond to faculty concerns and recommendations in writing. The FAC will then convey the administration's response to the faculty.

1. Quality and Consistency of University Academic Programs

The FAC supports the AC in the responsibility to maintain the academic consistency and quality of the University, including such issues as:

- the effect that current or proposed university policies have on faculty members' ability to effectively teach, and students' ability to effectively learn and prepare for service in their profession, community and church.
- academic quality standards, such as credit, content and rigor.
- strategic changes in university direction that impact faculty members' (plural possessive) ability to teach and students' ability to learn and prepare for future service.
- admissions policies that may influence the nature and quality of the student body.
- the integrity of degree programs.

2. Faculty Professional Concerns

To ensure governance and planning (policy and procedures) that are effective and fair, the FAC represents the faculty and its concerns by soliciting and discussing faculty issues and concerns, and presenting advice and recommendations to the administration. Issues can include those:

- raised by the faculty at large which concern them as a whole,
- raised by faculty members of a specific college or department, or
- assigned by the President or Academic Vice President or those in authority.

Examples of faculty related issues include:

- promotion and review issues, such as evaluation models and criteria
- student recruitment procedures that affect class loading and the nature of the student body
- changes in policy that affect faculty teaching requirements, research and scholarly activities
- changes in policy which affect students' ability to learn and develop
- balance in teaching load among colleges and departments
- faculty rights on issues such as privacy
- faculty grievances
- faculty housing
- professional development
- changes in the calendar

3. The David O. McKay Lecture

In the Fall of 1962, the David O. McKay Lecture series was established to further the purposes for which the University was established: expanding academic insight and teaching moral values. By its establishment a local platform was created from which new knowledge and vital issues could be discussed by member of the BYUH faculty. Annually, the FAC recommends the David O. McKay lecturer for approval by the BYUH President's Council and Board of Trustees and organizes the lecture presentation. The David O. McKay lecture is given on the Thursday of the University's Spirit Week, usually the second week of February

4. FAC Academic Forum Series

To promote scholarship and to help foster a culture of learning on campus, the FAC founded the FAC Academic Forum Series, comprised of four academic forums, each sponsored by one of the four colleges. FAC Academic Forums are held at 11:00 a.m. in the McKay Auditorium, generally on the third Thursday of October, November, January and May. The intent of the Series is for a college to share knowledge and insight with the entire University community, including faculty, students, staff and alumni. The format for a forum is left to the discretion of the sponsoring college. Examples could include a lecture by a faculty member or guest speaker; a panel discussion on a topic of interest; or students sharing knowledge gained from research, class projects, or study abroad.

5. Additional Efforts to Promote Teaching and Learning at BYU Hawaii

The FAC is responsible for reviewing applications for Teaching Innovation Grants and submitting their recommendations regarding the applications to the Vice President of Academics for final approval. In addition, the FAC is encouraged to find other ways to promote effective learning and teaching on campus. An example may be Teaching Excellence forums, in which faculty, staff or guest speakers share

methods of powerful teaching. The Center for Teaching Excellence and the FAC cooperate in this core endeavor.

Responsibilities of Members and Officers

Member

- Represents his or her college and/or departments on specific issues and should vote with the voice of the group that he or she represents
- Serves as the channel for faculty voice on issues brought before the FAC and thus communicates between the faculty and the FAC
- Considers and discusses each proposal or issue brought before the FAC, both before and during FAC meetings
- Is the point of contact within the college or department for those who wish to formulate proposals or voice concerns for the FAC's consideration
- Contacts individuals from the college or department that they represent who submit proposals to inform them of the decisions which have been made
- Promotes dialogue within the college or department on FAC issues
- Fulfills other assignments as organized by the chair to facilitate the work of the committee. Representative assignments may include organizing a section of the David O. McKay Lecture, organizing an FAC Academic Forum or Teaching Forum, finding information and investigating an issue, writing FAC positions, or representing the FAC in coordinating with another committee.

FAC Chair:

- Oversees and directs the work of the FAC
- Serves as a member of the Academic Council
- Communicates with FAC members and, when needed, with all faculty members regarding important issues discussed in Academic Council meetings
- When needed, calls and conducts general faculty meetings to discuss major faculty issues or to report on changes in University policy that directly influences faculty
- Receives feedback as proposals are approved by other advisory or decision-making bodies
- Serves as a liaison between the Academic Vice President, faculty, and other University bodies to clarify established policy/issues or provide other information that facilitates FAC work
- When invited, represents the faculty at major events such as the inauguration of a new university president

FAC Vice-Chair

- Works with the chair in directing the affairs of the FAC
- Conducts FAC meetings when the chair is absent.
- Attends Academic Council meetings if the chair is unable to attend

FAC Secretary

- Prepares and posts agendas and minutes, and maintains files and records as directed by the chair.

Policies and Procedures

1. An FAC member may not be a dean, department chair or associate vice president of academics.
2. The FAC will hold regular meetings, at least twice per month, during Fall, Winter and Summer semesters.
3. FAC meetings are open to all faculty members, except during deliberations in selecting a McKay Lecturer or electing a new FAC chair. However, only FAC members and those invited to present/defend proposals or concerns are allowed to make comments and ask questions. Only FAC members (or substitutes) are allowed to vote.
4. Because meetings are open for faculty observation, FAC members can request a secret ballot for a specific proposal.
5. FAC members may send a substitute from their respective unit if they are unable to attend a specific meeting. The substitute will have full discussion and voting rights while acting as his/her unit's representative.
6. FAC minutes will be available for general faculty review. Voting tallies will be reported as total numbers voting for, against, or abstaining. No individual votes by name will be reported unless requested by members of the committee.
7. For a proposal to be discussed the representative of the unit submitting the proposal must be in attendance and informed regarding the proposal. If not, the proposal will be held over.

Procedures for the Selection of David O. McKay Lecturer

Because David O. McKay lecturers must be approved by the Board of Directors, the selection of the following year's lecturer needs to take place before the end of November so that the name of the new lecturer can be announced at the current year's lecture in February.

A. Nominations

1. Nominations will be accepted from full-time faculty of BYU-Hawaii. Current FAC members cannot nominate candidates.

2. The nominator should write a letter stating why the individual being recommended deserves the honor, considering the areas of teaching, scholarship and citizenship.

The David O. McKay Lecturer should be strong in both scholarship and teaching. Traditionally, scholarship has been the key selection criteria. While scholarship will continue to be important, the David O. McKay Lecturer should also be an excellent, committed teacher. Consequently, the nominator should specifically address both the scholarship and teaching of the candidate and present any evidence to which they have access related to quality teaching. To further strengthen the candidate's nomination, the candidate's direct supervisor should submit a letter, directly addressing the candidate's scholarship and teaching ability and providing any available definitive data.

3. The nomination letter should also include the current vita of the nominee. This vita should provide evidence for all criteria: scholarship, teaching and citizenship.

B. Qualifications of the Nominee

- Nominees must have Continuing Faculty Status at BYU-Hawaii.
- Previous McKay Lecturers cannot be nominated again.
- Current FAC members cannot be nominated.

C. Election Process

1. The FAC chair will contact each candidate to verify that he or she will be willing to give the lecture and will be on the BYU-H faculty at the time of the lecture.
2. All nominations must be received by the FAC chair by the posted due date. Exceptions to this rule will need the full support of the FAC.
3. The FAC will hold a closed session of the regular FAC meeting to fully discuss each candidate.
4. The committee will discuss the merits of each candidate based on the three criteria of scholarship, teaching and citizenship.
5. A secret ballot is then held.
6. If there are four or more nominees, a second round of voting will take place involving the two nominees with the greatest number of votes in the first round. The winner of the second round of voting will be the FAC's selection for the David O. McKay Lecture.

7. The FAC will submit the selected candidate's name to the President and Academic Vice President.
8. If the President and Academic Vice President approve the FAC's selection, they will submit the name of the proposed lecturer for approval by the Board of Directors.
9. When official approval has been received from the Board of Directors, the chair will notify all candidates and nominators. The results will be confidential until the public announcement is made at the formal David O. McKay lecture.

D. Responsibilities of the Lecturer

1. Prepares and gives the lecture and prepares the speech for publication
2. Attends a luncheon in his or her honor directly after the lecture
3. Attends and participates in a panel discussion later that afternoon focused on the contents of the lecture.