**State System Faculty Professional Development Council (FPDC)**

**Mission and Administrative Guidelines**

MISSION

The FPDC was created through PASSHE BOG Policy 1985-06-A. Its mission is to encourage continuous attention to the professional growth and development of State System faculty as teaching scholars.

GUIDELINES

I. Composition and Terms of Appointment

 A. Composition

The Council shall be composed of two representatives for each State System university: one administrator appointed by the president, and one faculty member selected by the faculty in accordance with its procedures and with negotiated agreements. The Council may form sub-councils (aka committees) as needed (see Section VI below).

The Council also has a contractor who has specific duties based on their contract with the State System. The contractor is a State System university and thus has two representatives on the council as defined above.

 B. Terms of Appointment to the Council

Terms of appointment of the two representatives for each State System university are determined by each university.

II. Duties

 A. Council members must:

1. Attend meetings when they are scheduled.
2. Inform the Executive Committee if unable to attend a meeting.
3. Review the annual grant program guidelines and rubrics for edits during the fall meeting.
4. Review proposals submitted to the FPDC’s annual grant program and provide feedback based on the guidelines and rubrics at the spring meeting.
5. Perform other Council duties as assigned.

 B. Contractor must:

1. Work with the Executive Committee to schedule meetings.
2. Work with the Executive Committee to provide meeting materials to council members prior to meetings.
3. Complete revisions of the annual grant program guidelines and rubrics, and disseminate to council members.
4. Coordinate the annual grant program based on contract with the State System.
5. Make all proposals accessible, shortly after the due date, to the Proposal Review Committee Chairpersons and the Executive Committee to do the initial qualification review.
6. Provide a report of the annual grant program results to Council members.
7. Provide all other services as stated in the LOU with the State System.

III. Meetings

A. Fall Meeting

At the fall meeting, Council members discuss and approve edits to the annual grant program guidelines and rubrics to have them ready for dissemination; review the Council’s budget; review the annual grant program calendar; provide a brief report of each university’s professional development activities; and discuss other topics added to the agenda.

B. Spring Meeting

At the spring meeting, Council members discuss proposals submitted to the annual grant program, rank the proposals and decide on awards.

IV. Rules of Order:

 A. Robert’s Rules of Order will govern the Council’s procedures in all cases

 where applicable.

 B. A quorum for the Council shall consist of members present at any meeting called with at

least 15 days’ notice.

 C. In order for the Council to have a vote, there must be a quorum.

 D. Amendment of the guidelines shall require a two-thirds majority of the Council.

V. Voting

 A. All Council members have voting privileges.

 B. Motions are passed with a simple majority of those Council members present.

 C. When voting needs to occur outside of the regularly scheduled face-to-face meetings,

electronic voting by members is allowed.

VI. Committees

A. Proposal Review Committees

These committees are comprised of Council members. Each Council member serves on a Proposal Review Committee. If a Council member submits a proposal to the annual grant program, and it is within the committee they serve, that Council member will be moved to a different committee for that annual grant competition. The Executive Committee will determine the move of Council members between committees.

Duties of the Proposal Review Committees:

1. Reviewing and scoring proposals based on the guidelines and rubrics.
2. Making grant awards based on the reviews and scores.

Duties of the Proposal Review Committees’ Chairpersons:

1. Contact committee members when proposals are assigned to: inform committee members of their role; provide instruction on reviewing proposals; and provide a copy of the guidelines and rubrics.
2. Follow up with committee members to determine if anyone will not make the spring meeting to discuss proposals and obtain reviews/comments of members who cannot make the meeting.
3. Facilitate the committee meeting that is used to review proposals and make awards.
4. Report back the results of the reviews and awards to the Council.
5. Shortly after the due date, once proposals are accessible, perform the initial qualification review using a checklist to identify proposals that did not follow the guidelines. Share the results with all Proposal Review Committee Chairpersons and the Executive Committee.

 B. Executive Committee

The Executive Committee is comprised of 5 Council members – 2 administrators and 3 faculty. Appointment of administrators to the committee is determined by seniority (i.e. current consecutive years on the Council). Appointment of faculty is determined by nomination and a vote by the entire FPDC. Faculty appointments are for two years; faculty can be nominated again after the two-year term and serve consecutive terms. No university shall have two representatives on the Executive Committee.

Duties of the Executive Committee:

1. Determines the composition of the Proposal Review Committees.
2. Selects the Proposal Review Committees’ chairpersons when the positions become vacant (i.e. Council member leaves the Council; chairperson removed). Selection of chairpersons shall be based on council members’ experience with the annual grant program.
3. Provides guidance to the contractor.
4. In coordination with the State System, reviews requests from awardees (i.e. budget revisions, change in scope, extensions) and either approve or deny the requests.
5. Shortly after the due date, once proposals are accessible, perform the initial qualification review using a checklist to identify proposals that did not follow the guidelines. Share the results with all Proposal Review Committee Chairpersons and the Executive Committee. Determine if a discussion is needed, for example, all proposals from one university have the same error, and if that discussion needs to be brought to the entire FPDC. In the example mentioned above (i.e. all proposals from one university have the same error), the Executive Committee shall contact the university to discuss the error.

 C. Other Committees

 The Council may form other committees as needed.