

Kasiska Division of Health Sciences Faculty Advisory Committee Guidance Document

I. Preamble

The Kasiska Division of Health Sciences (KDHS) draws upon the diverse expertise of its constituent faculty members and their respective colleges and programs to create a Faculty Advisory Committee (FAC) for the KDHS. Faculty Advisory Committee members will act in an advisory capacity to the Vice President of the Kasiska Division of Health Sciences in matters that affect the functioning of the Division and other issues of importance to the faculty based upon the principles of equity, performance and accountability. The Council serves as a consultative body to the Vice President for Health Sciences, and as communication liaison among faculty, programs and the administration of the KDHS.

As members of the Kasiska Division of Health Sciences, we share common core values. This document reflects our core values, and the implementation of the FAC will be guided by these principles:

- We conduct ourselves with the highest regard for the ethical principles embodied by our individual disciplines.
- We value inter-professional collaboration in all endeavors related to the missions of teaching, research and service.
- We embrace diversity by demonstrating mutual respect for all individuals, recognizing equity across traditional categories of ethnic, racial and gender diversity, while respecting the varied professional disciplines, the differing types of faculty appointments, and the unique role each faculty member serves.
- We endorse the concept of shared governance.

II. Purpose and Duties

The Kasiska Division Faculty Advisory Committee is the voice of the faculty and serves in an advisory capacity to the Vice President on all matters associated with Vice President's responsibilities including but not limited to:

- Review and recommendation concerning Division-wide issues, including certain fundraising endeavors, Organizational Restructuring, Scholastic Appeals, and other duties as assigned by the Vice President for Health Sciences.
- Representation of faculty or program concerns to the Vice President for Health Sciences. Members are expected to be actively engaged in the FAC and maintain communication with the units they represent concerning non-confidential activities of FAC meetings.

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- Consultation on issues pertaining to Periodic Performance Reviews (PPR), Promotion and tenure, Third Year Review, Personnel Decisions, Budgetary accountability, and workload policy, as requested by the Vice President of Health Sciences.
- Program and Policy development for Division-wide endeavors as initiated by the Vice President of Health Sciences, including strategic planning (shared responsibilities on budget and strategic planning with the Health Sciences Administrative Council).

III. Membership

Each college will have one member, and there will be three at-large members from the KDHS. Within the committee, at least one member will be tenure track/tenured faculty, at least one member will be clinical faculty, and at least one member will be from ISU Meridian. FAC members represent their respective colleges and are elected by their colleges for these positions, but they also represent the interests of all faculty in the KDHS. At-large members represent the diverse interests of the KDHS, including those faculty in programs or units not housed in a KDHS college, or reflecting specific interests, such as those of research faculty. When a position vacancy is anticipated, the College will coordinate nomination and election processes to fill the vacancy. In that process the College will consider the diversity of the committee and its own faculty in identification of candidates for the position. In the event that the vacancy needs to be filled specifically by a clinical, academic, or Meridian faculty member to maintain the committee diversity, the College shall solicit nominations representing that specific classification of faculty member. In the event that the at-large position is vacant, a solicitation for nominations shall be made by the administrative offices of the KDHS, at the direction of the Chair of the FAC. One of the Associate Vice Presidents for Health Sciences may participate as a non-voting *ex officio* member of the FAC.

A. Eligibility

All FAC members will be nominated, and then elected by the faculty of their respective units.

Nominees must be at least a 0.5 FTE faculty employed by ISU for a minimum of 3 years and have a current rank of Assistant/Clinical Assistant Professor or higher.

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No more than two Program Directors may serve on the FAC. Program Chairs, College Deans and Associate Deans may not serve on the FAC. Extenuating circumstances and/or questions regarding eligibility will be reviewed and determined by the FAC.

B. Selection Process

Deans will be notified by the FAC of upcoming vacancies and initiate the call for nominations. Nominations may come from Department Chairs, Program Directors, faculty members, Associate Deans, Deans, Coordinators, and the Vice President or by self-nomination. The nominee may decline nomination. If no nominations come from the College, the Vice President may appoint a qualified nominee, who may choose to participate on the Council.

The faculty of the units shall develop specific policy for the orderly selection of their representative. Any faculty member who is 0.5 FTE or greater should have equal voice in the selection process.

Deans will notify the Vice President of selection results. Letters of appointment will be generated from the Vice President's office, confirming the selection results, the term and release time granted.

C. Terms of Service

Members of the FAC will serve for a three-year term, with potential for re-election for one consecutive three-year term. Additional terms are permissible once the faculty member has been off the council for a minimum of one term (three years). Exceptions can be made in the case of mid-term vacancy.

Terms of office are based on the academic calendar and are staggered, with approximately one-third of the FAC membership being replaced each year. The term staggering is permanent, meaning that members filling mid-term vacancies serve for the remainder of that term, and must be reelected or replaced when the term expires. Election of new members for FAC must take place by the end of the spring semester, with service beginning in the fall semester annually.

FAC meetings may be held for 9 months of the year with special sessions as needed during the summer. The attached table reflects the initial membership that sets the

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staggered membership. This table will be retired upon completion of the third year following implementation.

Should an elected member resign or be unable to serve, replacements will be elected by the faculty of the appropriate division or college using the same nomination and selection process as standing members. Replacements will be asked to fulfill the original member's term and may be elected as needed at any point during the academic year, with potential for re-appointment. Should an elected member be unable to complete the duties of the committee, he or she may be recalled. In the case of a proposed recall, the Chair of the FAC shall be presented a letter signed by no fewer than 51% of the faculty of the college stating the grievance leading to request for removal and replacement of the representative. The Chair of the FAC shall notify the college dean of the request and indicate the need for recall and replacement of the member. The Chair of the FAC has the responsibility to recall any members of the committee not able to perform the duties of the committee, including at-large members.

Representatives for FAC will generally be requested in the spring semester, with service beginning in the fall semester annually as needed.

IV. Amendments

This document will be re-evaluated on an annual basis. Amendments will be voted and agreed upon by a simple majority Division-wide faculty vote. All faculty who are 0.5 FTE and greater will be eligible to vote. The FAC facilitates this process.