

# Faculty Development Charter

## Statement of Purpose:

- Assesses Faculty Development interests and needs.
- Plans and implements activities in support of Faculty Development.
- Creates an annual budget and action agenda.
- Develops guidelines for the distribution of funds allocated for Faculty Development.
- Allocates funds for proposed Faculty Development activities.
- Reviews and evaluates the effectiveness of Faculty Development activities.
- Facilitates communication with the faculty at large.

## Operating Procedures

- Gives priority to proposals, which serve institutional and collective goals.
- Establishes that professional goals will have priority over personal ones.
- Defines “faculty” to include both instructional and non-instructional faculty, full-time and part-time, as contractually defined.
- The Faculty Development Coordinator is appointed by the FSEC Campus Chair and the Chancellor to a two-year term and is awarded 3 credits of release time
  - Assesses faculty interests and needs for appropriate personal and professional development.
  - Initiates, coordinate and promote faculty development activities, based on institutional as well as individual needs.
  - Serves as Chair of the Faculty Development Committee.
  - Works with the Faculty Development Committee to establish a specific agenda of projects and activities for the current academic year and make recommendations for the upcoming academic year.
  - Establishes and regularly review guidelines for the distribution of funds in support of Faculty Development proposals.
  - Allocates funds in support of Faculty Development proposals.
  - Coordinates the activities of the Faculty Development Resource Center in order to gather and disseminate information on development opportunities to College faculty.
  - Consults and coordinates, as needed, with other members of the College staff who may also be responsible for planning Staff Development and related activities.
  - Consults and coordinates, as needed, with other faculty committee chairs.
  - Consults and coordinates, as needed, with other Faculty and Staff Development Coordinators in the UH System on Staff Development and related activities.
  - Reports on a regular basis to the designated administrative liaison.
  - Prepares a semi-annual/annual report for the FSEC on activities and expenditures in support of Faculty Development.
- The Campus Chair of the FSEC, the Committee on Committees, and the Faculty Development Coordinator appoints the Faculty members of the Committee collaboratively.
- An administration liaison appointed by the Chancellor of the College

- The Committee will have staggered two-year terms
- The allocation of Faculty Development funds shall:
- Be consistent with institutional goals as expressed in the Academic Development Plan, College Strategic Plan and other long-range planning documents.
- Ensure equitable distribution of resources among College divisions and constituencies.
- Be based on consideration of the intrinsic merit of individual proposals.
- Be attentive to the cost-effectiveness of each proposal.
- Include requirements for final reporting comparable to those for system-funded travel and sabbatical leave.
- Encourage and support the sharing of knowledge and experience, so that other individuals and larger collegiate constituencies will also have an opportunity to benefit.

**Authorization:**

Authorized by the FSEC on (date?)

**Structure of the Committee:**

Tenure/Non-Tenure	Full Time/Part Time	Elected/Appointed
T/N	F/P	A

- One (1) faculty member who becomes the Faculty Development Coordinator (and Chair of this Committee)
- Six (6) faculty members: One (1) each from the University College, Tech1, Tech2, Student Services, Academic Support and PCATT.
- An administration liaison

**Scope of Authority:**

- Pursues ongoing personal and professional growth of all faculty members
- Addresses the particular needs of the many cultures, which comprise the Asian-Pacific area.
- Is committed to supporting a comprehensive development plan, which serves all campus faculty.
- Promotes programs and activities, which will further the educational and professional goals of individual faculty members.
- Supports the College in meeting goals of institutional growth as expressed in such documents as the Academic Development Plan, the College Strategic Plan and other proposals for system-wide development.
- Helps the College support and facilitate the professional and correlative personal growth of its faculty by means of a comprehensive development program which includes:
  - A Faculty Development Coordinator.
  - A Faculty Development Committee with campus-wide representation.
  - A designated member of the College administration who will serve as a liaison between the Coordinator and other levels of administration.

- A Faculty Development Resource Center to house information on conferences, grants and other funding options, and other faculty development opportunities (including exchanges and sabbaticals).
- Funds to support Faculty Development activities.

**Meetings:**

- Faculty Development Committee meetings are chaired and facilitated by the Coordinator. The Coordinator is responsible for the minutes of the meetings. This can either be accomplished by the Coordinator personally taking the minutes, soliciting a volunteer from the membership to take the minutes or assigning the task to a member.
- Meetings are held monthly during the academic year.

**Documentation/Communication:**

- Minutes of each committee meeting are posted on the Honolulu Community College Faculty Development Website so as to be accessible to the greater campus community.
- The Faculty Development Coordinator is responsible for maintaining Faculty Development Committee records.