

Professional Development Center Advisory Board Mission and Bylaws:

Professional Development Center Advisory Board Mission:

The Professional Development Center Advisory Board serves in an advisory capacity to the Director of the Professional Development Center. The Board will assist the Director in communicating the campus' vision for the Center, collecting feedback from the campus community regarding potential services and programming, and in the planning and decision-making processes as needed. Members of the Board will actively participate in and contribute to the Center's programming, and will additionally act as spokespeople and advocates for the Center, raising awareness of the Center's services on campus and encouraging colleagues to participate in and contribute to its programming.

Structure of the Committee

1. *The Board will be composed of representatives appointed from the following University components:*

- Arts faculty representative*
- Education faculty representative*
- Humanities faculty representative*
- Library faculty representative*
- Natural Sciences faculty representative*
- Social Sciences faculty representative*
- Professional representative from Academic Affairs*
- Professional representative from Administration*
- Professional representative from Student Affairs*
- Professional representative from University Advancement*
- Professional representative from FSA*
- At-Large Representative*
- CSEA Representative*

2. *Board members will be appointed by their Deans (for faculty), Vice Presidents (for professionals), or by the Professional Development Center's Director (for the at-large position), or by immediate supervisor(s) (for the CSEA position). Terms will be for three years. Appointments will be made each spring and terms will commence in June.*

Operational Procedures for the Board:

1. *Co-chairs will be elected at the first meeting of a new session.*
2. *A quorum shall consist of two-thirds of the membership.*
3. *Any member who fails to attend two meetings without communicating their absences to the chair will be removed from the board and a new representative will be appointed from that unit.*
4. *A simple majority vote is required for action. Absentee ballots will be accepted.*
5. *The Advisory Board bylaws may be amended [after approval by 2/3 of the voting members]*
6. *Meeting minutes will be made available to campus through the PDC website.*

Board Member Responsibilities:

In addition to active participation in Board meetings and related activities, Board members are obligated to attend:

1. *A portion of the Annual Teaching and Learning Conference*
2. *A portion of the New Faculty Orientation*
3. *At least one PDC program each semester*