

# 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 a liaison to support communication among faculty, programs and the administration of the KDHS.

As members of the KDHS, 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- and intra-professional collaboration in all endeavors related to the missions of teaching, research and service.
- FAC is committed to a diverse, inclusive and equitable environment where all committee members and those voices they represent are respected and valued regardless of gender identity, age, race, ethnicity, national origin, sexual orientation, discipline, educational attainment, disability, or disability status.
- We endorse the concept of shared governance.
  - We operate using a consensus decision making model that is based on a deliberate process of consensus building where members of the committee actively participate in finding solutions and making decisions together that all members can promote and publicly support.

## **II. Purpose and Responsibilities**

The FAC is the voice of the faculty and serves in an advisory capacity to the Vice President for Health Sciences. Committee members shall provide an ongoing communication link between the KDHS and the college/schools in which each member represents to foster and encourage transparency within the academic community.

Areas of responsibility:

- a. Enhance and promote clear lines of communication between faculty and administration
- b. Act as liaison between upper administration, the KDHS, the College of Health and the College of Pharmacy and the faculty
- c. Represent faculty interests individually and/or collectively and be responsive to questions and concerns of both faculty and administration
- d. Consult as requested by the Vice President for Health Sciences on issues pertaining to Periodic Performance Reviews (PPR), Promotion, Promotion and Tenure, Third Year Review, budgetary accountability, program health and division policies related to faculty (i.e., workload, conflict of interest, conflict of commitment) .
- e. Program and Policy development for Division-wide endeavors as initiated by the Vice President for Health Sciences, including strategic planning --shared responsibilities on budget accountability and strategic planning with the Health Sciences Administrative Council (HSAC).

## **III. Membership**

The FAC will consist of 6 elected faculty members and one *ex officio* administrative non-voting member, appointed by the Vice President of Health Sciences. Each college will have a one-member representative (College of Pharmacy and College of Health), along with three at-large members from within the KDHS. The sixth member will join the FAC as part of their role as an elected KDHS Senator. Within the 6-member 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 entire KDHS. When a position vacancy is anticipated, the College in which the vacancy originated will coordinate nomination and election processes to fill the vacancy. In that process the College will consider the makeup of the committee and its own faculty during 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 makeup, the College of vacating representative 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. The Associate Vice President for Health Sciences participates 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.

No more than two Program Directors may serve on the FAC. Department 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.

To avoid overrepresentation on FAC from a single program or department, no more than two (2) faculty per unit may serve in any given year.

### **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, Associate Vice President for Health Sciences, Vice President for Health Sciences, or by self-nomination. The nominee may decline nomination. If target FAC representation is not achieved based on the nominations from the College, the Vice President for Health Sciences may appoint a qualified nominee in consultation with the current FAC committee members.

### **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 to modify term commitments in the case of mid-term vacancy. When a term modification is needed, the person filling the elected position along with the FAC will consult and come to a consensus about the term length that meets the needs of all parties.

Terms of office are based on the academic calendar and are staggered, with approximately one-third of the FAC membership rotating off with new members filling those positions 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. The attached table reflects the initial membership and established staggered membership. Should an elected member resign or be unable to serve, a replacement 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 any elected member be unable to complete the duties of the committee, they may be asked to step down. The committee shall notify the college Dean of the request and indicate the need for recall and replacement of the member.

### **D. Commitment:**

FAC meetings are held at least monthly for 9 months throughout the academic year with special sessions during the summer if needed. Additional meetings can be called at any time by any member of the FAC based on agenda items requiring additional discussion or direct charges from the Vice President of Health Sciences. Elected members will need to be fully committed to the duties of the FAC by showing active engagement in meetings and through e-mail when necessary. Any member that is frequently missing meetings, non-responsive to emails, or is not doing their due diligence toward representing their constituents may be removed from the committee. Please see C. Terms of Service -Should an elected member resign or be unable to serve.

#### **IV. Amendments**

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