

**Center for Excellence in Teaching and Learning Faculty Board of Directors Bylaws
St. Petersburg College**

Article I: Name and Purpose

Section 1. Name

The name of this organization shall be Center for Excellence in Teaching and Learning (also referred to as CETL) Faculty Board of Directors (also referred to as the Board).

Section 2. Affiliation

CETL is a St. Petersburg College (also referred to as SPC) organization supporting the faculty, full and part-time.

Section 3. Mission

To provide oversight and guidance towards CETL's mission to support, recognize, and reward faculty in the pursuit of excellence in teaching, learning, and assessment to promote student success at SPC (See Appendix for CETL's mission statement and goals).

Section 4. Responsibilities of the Faculty Board of Directors

1. Provide policy-based guidance to the CETL Academic Director (also referred to as Academic Director) in fulfilling CETL's mission and goals.
2. Support the Academic Director in fulfilling CETL's mission and goals by actively fulfilling the Board member responsibilities as described in Article II, Section 5.
3. Provide financial oversight for CETL expenses.

Article II: Board Membership

Section 1. Eligibility

1. All current SPC full-time and adjunct faculty members are eligible to serve on the Board, as confirmed by their Dean's written support.
 - a. Adjunct faculty members must teach at least one course in the fall and spring semesters to remain eligible to serve on the Board.
2. All Administrative and Professional and Career Services staff are excluded from Board member eligibility.
3. Any Board member who is appointed to an above-mentioned ineligible position (listed in paragraph 2.) while serving a term will be immediately removed.

Section 2. Composition

1. The Board is composed of one Academic Director, one Chair, one Vice Chair, and nine faculty members.

2. Representation for the Board members should include:
 - a. At least one faculty representative from each campus,
 - b. At least one representative of a baccalaureate program,
 - c. At least one representative of an associate of science program,
 - d. At least one adjunct faculty representative, and
 - e. A variety of disciplines with no more than two faculty members from the same discipline, inclusive of the disciplines of the Academic Director, Chair, and Vice Chair.
3. The Board will include ex-officio members who serve in an advisory capacity but do not have voting privileges. Ex-officio members may send a proxy in their place if they are unable to attend a Board meeting. The ex-officio members will include:
 - a. Academic Technology Director or a representative of the department
 - b. IDEAS Executive Director or a representative of the department
 - c. Previous Academic Director for one year after stepping down and returning to a faculty role
 - i. If the previous Academic Director moves into an Administrative and Professional role, they will serve as an advisor to the Academic Director and Chair, but they will not serve as an ex-officio member of the Board.

Section 3. Length of Service

1. Board members shall serve a term of two years beginning in the fall semester and concluding in the spring semester of their second year on the Board.
2. Board members may serve an additional two-year commitment if considered in good standing by the Academic Director and Chair.
3. Any current Board members eligible for a second term shall express their intent to remain on the Board by the second Spring meeting.
4. Board members who have served two consecutive terms shall rotate off the Board and may reapply after two years.

Section 4. Selection, Vacancies, and Resignations

1. The Academic Director and Chair shall be responsible for notifying all faculty of available openings to serve on the Board. Applications from interested faculty in good standing, as confirmed by their Dean's written support, shall be submitted to the Board for review and decision.
2. Selection shall be determined based on CETL's need for representation among disciplines, modalities, and across campuses. Upon approval by the College

President or as their proxy the Vice President of Academic Affairs, the Academic Director shall notify the College of selected Board members.

3. New Board member selection shall be held annually at the final Spring meeting. Board members shall receive the applications of prospective Board members at least one week before the selection meeting. At the meeting, selection shall occur by paper ballot with no discussion prior to voting.
4. Vacancies due to resignation or removal shall be filled as soon as possible. Replacement Board members shall serve the remainder of the unfinished term. Filing an unfinished term shall not count against a Board member's limit of two consecutive full terms.
5. Any Board member may resign by submitting written notice of resignation, via email or hard copy, to the Chair or Academic Director. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt by the Board or any such officer.

Section 5: Responsibilities of Board Members

The Board member is responsible for fulfilling all the duties below to remain in good standing:

1. Participating in all Board meetings;
2. Attending and volunteering at large CETL events (e.g., annual Teaching & Learning Conference);
3. Reviewing and recommending revisions to:
 - a. the CETL strategic plan,
 - b. the annual operational plan,
 - c. support faculty-related initiatives related to accreditation,
 - d. the guidelines and criteria for onboarding new faculty through years 1 and 2,
 - e. official CETL documents;
4. Review and recommend for approval:
 - a. faculty awards,
 - b. faculty-led initiatives,
 - c. grant applications;
5. Solicit input and feedback from faculty members to help further the mission of the CETL; and
6. Actively support the mission, goals, and philosophy of CETL.

Section 6: Removals

1. Board members may be removed from the Board if they miss more than two Board meetings during a given academic year.

2. Board members may be removed if they do not serve on subcommittees and/or if they are not responsive to requests from the Academic Director or Chair.

Article III: Officers

Section 1. Composition

The officers of the Board shall consist of one Chair and one Vice Chair.

Section 2. Chair

1. Board members that have served at least one year on the Board are eligible to serve as Chair.
2. The Chair shall serve a term of one year and may serve a maximum of two terms.
3. The Chair shall receive 3 ECH release time in the Fall and Spring terms for serving as Chair.
4. The Chair responsibilities include:
 - a. Assist Academic Director in:
 - i. establishing and evaluating a strategic plan for the CETL,
 - ii. establishing and evaluating an annual operational plan for the CETL,
 - iii. selecting on-site speakers,
 - iv. selecting topics and speakers for CETL workshops,
 - v. providing monthly progress reports to the Vice President of Academic Affairs,
 - vi. serving as the CETL advocate in meetings as a proxy for the Academic Director,
 - vii. bringing forward the following for the Board to review:
 1. official CETL documents,
 2. applications for awards and faculty-led initiatives, and
 3. applications to serve on the Board or as a CETL Faculty Associate;
 - b. Assist the Vice President, Academic Affairs in annually evaluating the Academic Director;
 - c. Assist in preparing the agenda for all Board meetings as well as ad hoc meetings as necessary;
 - d. Ensure that all Board meetings follow parliamentary procedures; and
 - e. Ensure all Board meetings minutes are recorded and distributed.

Section 3. Vice Chair

1. Board members that have served at least one year on the Board are eligible to serve as Vice Chair.

2. The Vice Chair shall serve a term of one year and can serve unlimited terms.
3. The Vice Chair shall, in the absence of the Chair, perform the duties and has the authority to exercise the power of the Chair.
4. If the Chair resigns or is removed, the Vice Chair will serve as Interim Chair until the election of a new Chair.

Section 4. Election, Vacancies, and Resignations

1. The Chair and Vice Chair shall be elected by vote of the Board at the final meeting of the Spring semester.
2. Vacancies of the Chair or Vice Chair due to resignation or removal shall be filled as soon as possible. The replacement Chair or Vice Chair shall serve the remainder of the unfinished term. Filing an unfinished term shall not count against the Chair's limit of two consecutive full terms.
3. The Chair or Vice Chair may resign at any time by giving written notice of such resignation to the Board or Academic Director. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt by the Board or Academic Director.

Article IV: Academic Director Appointment

1. All SPC full-time faculty who have earned continuing contract and are in good standing, as confirmed by their Dean's written support, are eligible to apply for the Academic Director position.
2. The Academic Director shall serve a term of two years and may serve a maximum of two terms with the support of the Board and the approval of the Vice President, Academic Affairs.
3. An Academic Director who has served two consecutive terms may reapply after two years.
4. When a vacancy occurs or is anticipated, the Academic Director position shall be advertised to all eligible faculty. Applications from interested faculty shall be submitted to the Board for review. The Board shall interview candidates and submit their final candidate to the College President or as their proxy the Vice President Academic Affairs for approval.
5. The Academic Director will be present at all Board meetings but may not vote or call for motions.

Article V: Meetings

Section 1. Regular Meetings

1. The Board shall meet four times each semester during the Fall and Spring sessions. Summer session meetings shall be determined as needed at the discretion of the Board and Academic Director.
2. Notice stating the place, day and hour of any meeting of the Board shall be forwarded to each Board member entitled to vote at such meeting not less than one (1) week before the date of such meeting, by or at the direction of the Chair or Academic Director using a reasonable method of communication.

Section 2: Special Meetings

Special meetings may be called by the Academic Director, Chair, or Vice Chair, provided that all members receive notice at least 72 hours (about 3 days) prior to such a meeting and the agenda is announced at the time of notice.

Section 3: Quorum

1. A majority of the members of the Board in person immediately before a meeting begins shall constitute a quorum for the transaction of business at any meeting of the Board.
2. Unfilled positions shall not count towards the quorum.
3. In the absence of a quorum, the Chair may only make announcements of an informative nature, rule on the existence of a quorum, and recess once for a short period to attempt to secure a quorum or adjourn the meeting.
4. A quorum once attained continues until adjournment despite voluntary withdrawal of enough members to leave less than a quorum.

Section 4: Parliamentary Authority

Robert's Rules of Orders shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section 5: Florida Sunshine Law

All meetings are open and public pursuant to Florida Sunshine Law, pursuant to Florida Statute 286.011. All meeting minutes shall be kept and made public, and all pending meetings shall be appropriately noticed to all interested parties. Any member of the public (including faculty and administration) may attend meetings but may only speak if given recognition to do so.

Section 6: Presiding Officer

The Chair shall preside at all meetings of the members, or in the absence of the Chair, the Vice Chair shall preside, or in the absence of the Chair and the Vice Chair, a presiding officer shall be chosen by the members present.

Section 7: Minutes

1. The CETL Administrative Services Specialist shall ordinarily take minutes. As an alternative, minutes shall be kept by Board members on a rotating basis.
2. Board minutes shall be published in a repository accessible by all Board members and shall be available to the public by a request of public records from the College.
3. Minutes shall contain attendance, topics reviewed at the meeting, and actions taken during the meeting.

Section 8: Voting

1. Voting may only occur when a quorum has been established at a noticed meeting.
2. Once a quorum is met for a meeting, a majority vote of those present and voting shall be necessary to carry any motions made. A vote will be considered an act of the full Board.
3. Board members shall vote in person and are not entitled to vote via proxy.
4. When voting for new Board members, votes shall be conducted by paper ballot and counted by the Chair once all Board members have submitted their ballot.

Section 9: Voting Without a Meeting

1. Voting without a meeting is not permitted.
2. If a vote needs to be taken between scheduled meetings, a special meeting must be called.
3. All meeting rules defined above shall be applied.

Article VI: Board Authority

Section 1: Board Common Approval

The following topics will go to the Board for approval:

1. CETL budget,
2. all CETL-sponsored faculty professional development, including individual approval actions and budget,
3. event planning,
4. policy/procedural changes,
5. recommendations from CETL-sponsored committees, grants, awards, and faculty-led initiatives, and

6. additional issues related to CETL's mission as a Board member brings motions to be decided upon.

Section 2: Board Work Group

The Board will utilize work groups to complete tasks related to CETL initiatives for the academic year.

1. Board members are expected to serve on and actively participate on at least one work group each academic year of their term.
2. The Board may establish and dissolve work groups as it sees fit to complete tasks related to executing CETL's initiatives.
3. Any establishment or dissolution of a work group must be voted upon at a Board meeting by a quorum of the Board.

Section 3: CETL Grant/Award Eligibility

Board members and the Academic Director shall not be eligible to receive CETL grant and/or awards while serving on the Board.

Section 4: Special Consideration of Grants

If a faculty member is awarded a grant but cannot implement its use due to circumstances beyond their control, the faculty member shall have special consideration for a new grant during the next application cycle. This special consideration shall place their application at the top of the list but does not guarantee a reward of a grant or additional votes/points towards its reward.

Article VII: CETL Faculty Associates

Section 1. Eligibility

1. Any full-time or adjunct faculty members who have taught at SPC within the last two consecutive years and have approval from their dean are eligible to serve as a CETL Faculty Associate (also referred to as Associate).
 - a. Adjunct faculty members must teach at least one course during each semester they are serving as a Faculty Associate.
2. Board members are not eligible to serve as an Associate.

Section 2. Composition

Up to five Associates may be selected, with one Associate from each of the following campuses or centers: Clearwater, Downtown/Midtown, Seminole, St. Pete Gibbs, and Tarpon Springs. No more than two Associates shall be from the same discipline, inclusive of the Academic Director's discipline.

Section 3. Length of Service

1. Associates shall serve for two years with the terms beginning in the fall semester and concluding in the spring semester of their second year.
2. Associates may elect to serve an additional two-year commitment with Academic Director, Board, and Dean approval.
3. Associates shall receive 3 ECH at their supplemental pay rate for each semester served (Fall and Spring semesters).
4. The Board shall conduct a yearly review of each Associate's contributions.

Section 4. Selection, Vacancies, and Resignations

1. The Academic Director and Chair shall be responsible for notifying all faculty of available openings to serve as an Associate. Applications from interested faculty shall be submitted to the Board for review and decision.
2. Associates shall be selected based upon the criteria established by the Board. Criteria will require evidence of effective teaching practices and strong student engagement.
3. Selection of new Associates shall be made annually at the final Spring meeting.
4. Vacancies due to resignation or removal shall be filled by the beginning of the next Fall or Spring semester. Replacement Associates shall serve the remainder of the unfinished term. Filing an unfinished term shall not count against an Associate's limit of two consecutive full terms.
5. Any Associate may resign by submitting written notice of resignation, via email or hard copy, to the Chair or Academic Director. Unless otherwise specified in such written notice, such resignation will take effect upon receipt by the Board or any such officer.

Section 5: Associate Responsibilities

Associates serve as the faculty point person and assist the Academic Director in implementing CETL initiatives. Responsibilities include the following:

1. Promoting CETL events to support and recognize faculty development;
2. Collaborating with the Academic Director to develop and facilitate collegewide teaching and learning opportunities;
3. Developing and facilitating a minimum of four CETL events each year on their campus;
4. Supporting the Academic Technology and IDEAS teams by assisting faculty with academic technology (e.g., Canvas);
5. Presenting at collegewide CETL events, workshops, and forums;

6. Attending collegewide, campus, and/or discipline-specific adjunct faculty development events; and
7. Attending all Associate meetings with Academic Director.

Section 6: CETL Grant/Award Eligibility

Associates shall not be eligible to receive CETL grant and/or awards while serving.

Article VIII: Adoption, Amendments and Notice

Section 1. Adoption of Bylaws

These bylaws shall be adopted by a majority vote of the Board membership and approval by the College President or as their proxy the Vice President for Academic Affairs.

Section 2. Amendments to Bylaws

These bylaws may be amended by a majority vote of the Board membership. and approval by the College President or as their proxy the Vice President for Academic Affairs.

Section 3. Notice of Amendment

All Board members shall receive advance notice of the proposed amendment at least one (1) week before the meeting.

Appendix

Center for Excellence in Teaching and Learning Mission and Goals St. Petersburg College

Mission

The Center for Excellence in Teaching and Learning's (CETL) mission is to support, recognize, and reward faculty in the pursuit of excellence in teaching, learning, and assessment to promote student success at SPC.

Goals

The goals to achieve CETL's mission are:

1. To provide a vision of effective teaching and learning at SPC;
2. To support a standard of excellence for college-wide pedagogical competencies;
3. To facilitate sharing of best practices;
4. To provide mentoring opportunities, resources, and professional development opportunities for all faculty;
5. To provide mentorship and training to newly hired faculty; and
6. To recognize faculty who continually strive for excellence in the teaching, learning and assessment process.