

ARTICLE I – NAME

The name of this Council is the **Faculty Advisory Council to the Maryland Higher Education Commission**. The Council is established in accordance with Section 11-106 of the Annotated Code of Maryland.

ARTICLE II – FUNCTIONS OF THE FACULTY ADVISORY COUNCIL

The Council Shall:

- A. Advise the Commission and the Secretary of Higher Education in the development and implementation of policies affecting higher education in Maryland;
- B. Advise the Commission and the Secretary of Higher Education on matters of concern to faculty in Maryland
- C. The Commission shall provide in a timely manner the information and materials necessary for the Council to carry out its advisory function

ARTICLE III – OFFICERS

Officers of the Council shall be the Chair, Vice Chair, and Recording Secretary. Officers shall be elected annually in May. The term of office is one year. Their duties shall be as follows:

- A. The Chair:
 - a. To convene Council meetings,
 - b. To conduct all meetings of the Council,
 - c. To work closely with the office of the Secretary of Higher Education to facilitate a meaningful advisement role for the Council,
 - d. To represent the opinions of the Council to the Commission and the Secretary of Higher Education,
 - e. To designate Council representatives to attend meetings of Commission committees or task forces.
 - f. To designate a Webmaster who shall maintain the official FAC website, linked to the official MHEC site, and containing, at a minimum, the following:
 - i. Current membership list and contact information
 - ii. Approved minutes of all meetings
 - iii. Meeting agendas
 - iv. Materials relevant to current Council activity
- B. The Chair Elect:
 - a. To assume the duties of the Chair in his or her absence during their term as Chair Elect
 - b. To assist the Chair in the fulfillment of his or her duties
 - c. To assume the position of Chair after serving as Chair Elect in the year immediately following. Should the Chair Elect be unable to continue in the following year as the Chair, an election will be held to fill the position as soon as possible.

- C. The Recording Secretary:
 - a. Maintain attendance records
 - b. Record, and distribute minutes of each meeting
 - c. Provide revised electronic copies to the Webmaster for posting on the FAC website

ARTICLE IV – OTHER COMMITTEES

The Council may establish any other committees or task forces that are necessary to carry out Council responsibilities. Each committee shall be chaired by a Council member. Faculty not on the Council may serve as member of such committees or task forces.

ARTICLE V – MEMBERSHIP

Members shall serve terms of three (3) years provided employment is maintained. New members shall take office in June of each year. Terms shall be staggered so that each year the Council will have a turn-over of approximately one-third. The president of the institution or his/her designee, in collaboration with the faculty government(s), shall make a recommendation to the Secretary of Higher Education on the representative selection. The official list of active members shall be maintained by the Maryland Higher Education Commission.

The Council shall be composed of representation of one full-time faculty member (as defined in COMAR 13B.02.02.03) from each MHEC authorized-to-operate Higher Education institution that has its headquarters and primary campus in Maryland and is not a “Private Career School” as defined by MHEC. If an administrator or staff member of an institution is appointed to the FAC, but they do not have faculty status according to their contracts, then they cannot be a member of the FAC.

- A. Part-time and full-time temporary
 - a. There shall be four (4) members representing part-time faculty members. One faculty member shall be employed by the University System of Maryland, one employed by an institution that is a member of the Maryland Independent Colleges and Universities Association, and two employed by Maryland Community Colleges.
 - b. When a vacancy exists the Secretary shall request nominations from the Chancellor of the University System of Maryland, the Executive Director of the Maryland Independent Colleges and Universities Association, and the Executive Director of the Maryland Association of Community Colleges. If one or more segments are unable to fill a vacancy that position may be filled by one of the remaining segments.
- B. For-profit Colleges and Universities and Private Career Schools
 - a. For-profit colleges and universities:
 - i. There shall be one (1) member representing the for-profit colleges and universities
 - ii. When a vacancy occurs, the Secretary of Higher Education shall request the CEOs of the State’s For-profit colleges and universities to submit

- nominees. In the event that there are multiple nominations the Secretary of Higher Education will select the representative.
- iii. The remainder of an unfulfilled term shall be completed by a representative selected in accordance with procedures established above.
- b. Private career schools:
- i. There shall be one (1) member representing the private career schools
 - ii. When a vacancy occurs, the Secretary of Higher Education shall request the president of the Maryland Association of Private Career Schools to submit a nominee in accordance with procedures established by the Association.
 - iii. The remainder of an unfulfilled term shall be completed by a representative selected in accordance with procedures established by the Association

ARTICLE VI – MEETINGS

The meetings of the FAC shall be held at least four times a year. The quorum for a meeting shall consist of eleven (11) members. Any action of a majority of a quorum shall be an act of the Council. However, in absence of a quorum, those present may take action on provisional basis, which measures may be raised for consideration by any member at the next meeting of the Council.

Attendance at all meetings is expected. Upon the absence of an FAC representative at three consecutive regular meetings of the Faculty Advisory Council, the FAC Recording Secretary shall notify the FAC representative for an explanation and to determine if the Representative in question should be replaced on the Council for the remainder of his/her term. Subsequently, the MHEC Liaison to the FAC will be notified and, if appropriate, a replacement shall be selected according to the appointment process currently in place for each higher education segment outlined in the FAC-MHEC By-Laws. The Replacement Representative shall serve the remainder of the three-year term as specified therein.

Only members present physically or virtually shall be permitted to vote. There will be no provision for absentee or proxy voting.

The agenda shall be determined by the Chair and shall be distributed to members one week prior to the date of the meeting.

Minutes shall be kept of all Council meetings. Once approved, minutes will be posted on the Council website.

ARTICLE VII – AMENDMENTS

The by-laws may be amended by a majority of the membership. Any proposed amendment to the by-laws must be voted on for adoption at a regular meeting subsequent to the one where it was introduced. The by-laws will be automatically amended to reflect changes in institutional names.