

# CDU FACULTY GOVERNANCE COUNCIL BYLAWS

Amended: 4/17/17, 10/1/17, 8/3/18, 9/12/19, 9/27/20, 1/29/21, 8/26/22

## 1. SECTION 1 - Membership

1. The Faculty Governance Council shall consist of the following members:

1. No fewer than three CDU faculty members, not including the Council Chair.
2. At least 20% must teach at the undergraduate level (bachelor or associate).
3. At least 20% must teach at the graduate level.
4. As of 2020, with a faculty body of 25 members, there must be at least 5 members on the council with at least one representing the undergraduate level and one representing the graduate level.

2. Voting Rights

1. Voting Members

1. Chief Academic Officer
2. Faculty Chair
3. Faculty Governance Council Chair
4. FGC Vice-Chair
5. FGC Secretary
6. Deans or Deans who also serve on faculty
7. Quorum of other FGC members from the faculty

2. Non-Voting Members

1. CDU Registrar
2. CDU Course Development Manager
3. CDU Admissions Director
4. CDU Accreditation Liaison Officer, unless also a faculty member

## 2. SECTION 2 - Terms of Office

1. Voting members will be elected by the CDU faculty at-large, at the beginning of the calendar year, and will serve three-year staggered terms.

1. The election to fill any council vacancies shall take place at a general faculty meeting. The Chief Academic Officer, Faculty Chair, and/or Council Chair shall present nominations to the floor. Faculty members may submit their own nominations at that time. The vote will be tabulated by the

Chief Academic Officer or Faculty Chair, and those elected to the Council will be announced by the Council Chair.

2. Terms may be renewed once before members must take a leave of absence of at least one term.
3. The Chief Academic Officer, Faculty Chair, and Associate Deans who are also on the faculty will remain as permanent members as long as they retain those positions.
4. Terms of office terminated by leaves of absence, illness, etc., shall be filled within one month by a special appointment by the Chief Academic Officer, Faculty Chair, or Council Chair.
5. The Council Chair shall [retain a log of members and terms](#) in advance of each general election to fill expiring seats.

### 3. SECTION 3 - Officers

1. A Council Chair chosen by council membership beginning in January 2021 for a three-year term.
2. A Vice-Chair chosen by council membership who will replace the Council Chair in the event of the Council Chair's incapacity to serve.
3. The council Secretary shall be chosen by the council membership.
4. The offices of Council Chair, Vice-Chair, and Secretary will be held by faculty members other than the Chief Academic Officer and Faculty Chair.

### 4. SECTION 4 - Duties of Officers

1. The Council Chair shall:
  1. Preside at all meetings either personally or through someone he/she shall designate.
  2. Set the time and place of meetings.
  3. Appoint members to sub-councils where applicable.
  4. Prepare the agenda for meetings with the assistance of the Chief Academic Officer, Faculty Chair, and FGC Vice-Chair.
  5. Serve as liaison between the council and the faculty body as a whole, arranging for reports of council decisions to be made and distributed to the CDU faculty.
  6. Serve as a liaison between the Academic Operations team and the Faculty Governance Council and between the Academic Operations and the CDU faculty.
  7. Maintain the CDU Canvas Faculty Zone.
  8. Attend Academic Operations meetings.
2. The FGC Vice-Chair shall:

1. Assist the Council Chair in preparation of the agenda for each meeting.
2. Assist the Council Chair in Orientation of new faculty members to the council.
3. The FGC Secretary shall:
  1. Prepare minutes of all FGC meetings and work with the Council Chair to review.
  2. Post minutes to the CDU Faculty Zone.

## 5. SECTION 5 - Meetings

1. 60% voting members of the Faculty Governance Council shall constitute a quorum.
2. Regular meetings will be called at times and places determined by the Council Chair.
3. There shall be a minimum of five meetings annually, once per academic term.
4. Video (if available) and minutes of all general meetings will be recorded by the Council Chair and distributed to the entire CDU faculty, in the Canvas Faculty Zone.
5. The rules contained in [Robert's Rules of Order](#) shall govern the conduct of meetings when they are not in conflict with these bylaws.
6. Proposals, recommendations, and suggestions demanding council decision must be approved by the Council Chair to be added to the meeting agenda. Items approved for the agenda must be submitted to council members at least three working days in advance of the meeting. Proposals not meeting the deadline may be discussed, but no decision may be rendered. Exceptions to the rule must be approved by 2/3 vote of the council.
7. The council shall permit any or all members to participate in a regular or special meeting by, or conduct the meeting through, use of any means of communication by which all directors participating may simultaneously hear each other during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting for purposes of constituting a quorum for business.
8. Any action required or permitted by the Faculty Governance Council may be taken without a meeting, if all council members receive notice of said proposed action in writing or by electronic transmission, and members unanimously consent thereto in writing or by electronic transmission. Response to the information shall constitute a waiver of notice requirements. The writing(s) or electronic transmission(s) shall be filed with the minutes of proceedings of the council and maintained in the official files. The quorum requirement for any such action shall be as stated in Section 1.1.
9. In the event that a matter is proposed out-of-meeting for a vote through email, voting members will have three business days to express consent or objection to

the proposal. After three business days, by default the vote of any member who has not actively responded will be counted as a consenting vote.

10. For sensitive or personal topics, such as discussions pertaining to individual students or faculty, an executive session may be called which will not be video recorded. Abbreviated minutes will be taken and filed separately to maintain the necessary confidentiality.

## 6. SECTION 6 - Functions of the Council

1. The Faculty Governance Council will consider, develop, and recommend policies related to curriculum, instructional resources and courses. It will consider recommendations submitted by council members as well as members of the broader faculty.

It will have the responsibility to:

2. Oversee the implementation of the principles described in *Ex corde Ecclesiae* for faculty, students and academic programs.
3. Evaluate the program learning outcomes of each of CDU's academic programs, and oversee all components of the academic assessment program.
4. Oversee the curriculum for each of CDU's academic programs and assess its adequacy in meeting program outcomes, its development and implementation, academic substance, currency and relevance for internal and external constituencies.
5. Approve modifications to the core academic requirements of CDU's academic programs.
6. Approve the creation of new academic programs.
7. Make recommendations for academic and institutional improvements based on analysis of assessment data of student learning and surveys, program outcomes including the results of the targeted assignment evaluations, course completion and satisfaction, graduation rates and alumni satisfaction and participation in degree-related ministries, juried assessments, and other summative artifacts.
8. Review and revise CDU Course Catalog regularly for the purpose of recommending and approving new courses and substantially modifying or removing existing courses.
9. Advise the administration on other areas that bear on academic programs.
10. Approve the CDU Faculty Handbook annually.
11. Approve the CDU Student Handbook annually.
12. Establish academic qualifications for CDU faculty.
13. Hear final appeals of student disputes over grades.
14. Formally review one degree program each year: program learning outcomes, curriculum, student satisfaction, graduation rates, and other assessment data.
15. Exercise governing authority over curriculum, academic programs and policies pertaining to the CDU Graduate School of Theology.

16. Approve the hiring of CDU faculty who are committed to fulfilling the goals of the institution based on evaluation curriculum vitae, publications (if available), and an interview in conjunction with the Academic Dean, Faculty Chair, and other relevant faculty, if the committee deems necessary.
17. Consider and consent to recommendations from the Academic Committee.

**7. SECTION 7 - Amendments**

1. Bylaws may be amended by a 2/3 vote of the membership. Amendments shall be submitted in writing to the membership at least three working days prior to the meeting at which a vote is requested.