

## FACULTY CENTER ADMINISTRATIVE STRUCTURE

### Director

- (1) A Director of the Faculty Center shall be appointed by the Provost/Vice-President for Academic Affairs upon the recommendation of a search committee nominated by NEAC with one representative from COBA, COE, the Library, Student Services, College Deans, part-time faculty and four representatives from CA&S C one from each of the following divisions: Humanities, Math & Science, Social Science, and Interdisciplinary Studies. The appointment should be for an initial 3-year period. Given the comprehensive nature of the goals and activities identified for the Faculty Center, the Committee recommends that this begin as a one-third time appointment but transition to a two-thirds time appointment as the university and its faculty grow in size and need. Eventually it may be appropriate for this to expand to a full-time position.
- (2) The responsibilities and duties of the Faculty Center Director shall include the following:
  - o the coordination of the various activities and the development of programs identified by the Advisory Council in conjunction with the Director, which should take place in support of the Faculty Center Mission Statement,
  - o the application for and administration of successful grants to support such activities,
  - o the representation of the Faculty Center to the Provost/Vice-President for Academic Affairs in budget and other matters of importance to the operation of the Center. To this end, it is imperative that the Director become a member of the Provost's Roundtable to coordinate efforts with the projects and programs initiated and implemented by the various Colleges and the Library.
- (3) The Director shall report to the Provost & Vice President for Academic Affairs.

### Advisory Council

- (1) An Advisory Council shall be elected by the faculty (the election to be run by NEAC) for staggered two-year terms:  
Representatives shall be elected as follows:
  - o One from COBA
  - o One from COE
  - o Four from COAS: Humanities; Math & Science; Social Science; & Interdisciplinary Studies
  - o One from the Library
  - o One from Student Affairs
  - o One from the Part-Time Faculty C If a part-time faculty member is not elected as a college representative, a part-time faculty representative will be elected.Ex-Officio members shall be appointed to represent the following offices or constituencies:
  - o Provost/Vice-President for Academic Affairs
  - o Associated Students
  - o University Council
  - o President's Office
  - o Faculty Affairs Committee
- (2) Members of the Advisory Council shall meet occasionally throughout the year C perhaps three times a semester C to accomplish the following:
  - o help develop overall programs and objectives in consultation with the Director;
  - o offer advice and assistance in identifying and implementing specific activities in support of the Faculty Center Mission Statement;
  - o attend regular meetings at least twice a semester, and more frequently if necessary to carry out a particular project;
  - o review and make recommendations for the annual budget;
  - o assist and evaluate Center programs and the Director performance; and
  - o assist in the selection of future Directors.