

**Description of Work  
Faculty Center Advisory Council (FCAC)**

**Standing Meeting: 2<sup>nd</sup> Wednesday of the month at 10:00-11:30 a.m.**

The council advises the Faculty Center director about how best to implement the center's mission. Faculty members are elected to the FCAC through the Academic Senate (NEAC) to represent the following constituencies (in staggered two terms).

College of Arts and Sciences-Humanities/Fine Arts  
College of Arts and Sciences-Interdisciplinary Studies  
College of Arts and Sciences-Math/Science  
College of Arts and Sciences-Social Sciences  
College of Business Administration  
College of Education  
Lecturer  
Library  
Nursing, Ad-hoc

The Faculty Center Director chairs the committee. The Faculty Center reports officially to the Provost and Vice President of Academic Affairs, and by practice, reports to the Associate Vice President for Academic Resources. Therefore, Associate Vice President for Academic Resources attends by virtue of the office.

In FCAC deliberations, elected faculty member represent the interests and needs of the constituency that elected them. Effective representation necessitates regular consultation between the representative and her/his constituency. Each representative should devise a system for consultation, and assess it with enough time to make adjustments and/or improvements before the end of the term.

During the elective terms, FCAC members are expected to cultivate and develop a strong understanding of faculty development at California State University San Marcos and the CSU more broadly. FCAC members support, promote, and assess core Faculty Center functions, such as:

- Faculty Center trainings and workshops
- Faculty Mentoring Program
- Peer Coaching Program
- CSU Pre-Doctoral/.Doctoral Incentive program

Additionally, FCAC members:

- Review Faculty Center budget reports and provide feedback.

FCAC members do not submit proposals for Faculty Center Professional Development Grants during their term. This reflects the Faculty Center's prioritization of full divisional representation on the council and full participation of representatives in the review of grants. A fully representational review of all proposals supports a fair and consistent review of all applications. Faculty members serving on FCAC benefit from participating in the review process by learning about professional development activities across the campus as well as contributing to a full and fair discussion of the proposals. Grantsmanship is an important skill, and a fully-representational review of grant proposals will make it possible for rich feedback to all applicants. The Faculty Center seeks to support all faculty, but especially early career faculty as they develop their skills and record in the areas of teaching, research/creative activity, and grantsmanship. Attendance at the monthly meetings is invaluable because advice and discussion work best with all representatives present, and elected members prioritize the real time experience. Attendance at a variety of Faculty Center events is also expected, depending on one's interest as well as availability. When attending Faculty Center events, elected FCAC members are encouraged to bring another faculty member with them.