

Brigham Young University’s Faculty Advisory Council (FAC) Bylaws

Faculty Members Seeking to Achieve the Mission of BYU

TABLE OF CONTENTS

Article I: Overview and Purpose	1
Article II: Principles of Service, Collaboration, and Stewardship	2
Article III: The FAC’s Role within the University	2
Article IV: Membership, Elections, and Appointment	4
Article V: Election of FAC Chairs and Operating Committees	6
Article VI: Procedures	8
Appendix	11

Article I. Overview and Purpose

The Faculty Advisory Council (FAC) should be a group of dedicated faculty members committed to advancing Brigham Young University's (BYU) mission. The aim of the FAC is to serve as a conduit for collaboration and cooperative efforts between faculty and the university administration to improve and enrich the academic experience for faculty, staff, and students alike while remaining steadfast in our allegiance to BYU's mission.

The mission of BYU is to “assist individuals in their quest for perfection and eternal life.” The individuals within the mission include the university's students, faculty, and staff. To obtain eternal life, we must enthusiastically follow Jesus Christ. Thus, to achieve the mission of BYU, the BYU experience must provide an environment that develops committed disciples of Jesus Christ. Much of the spiritual guidance, academic instruction, opportunities for character growth, and examples of a life committed to building the Kingdom of God will be provided to students from the hands, minds, and hearts of faculty. Faculty are integral in achieving the mission of BYU, which includes bringing the Gospel of Jesus Christ to all people.

The FAC possesses collective experience and expertise across the academic colleges and aims to bring together a group of consecrated faculty to counsel with BYU administration in an advisory role to help BYU achieve its mission.

Given the expectations of a Faculty Appointment, the FAC does not have the authority to speak on church doctrine and does not engage in such commentary. However, the FAC is well positioned to offer ideas to improve the *application* of principles—including gospel principles—throughout the BYU community to attain the university’s aspirational aims. As such, the FAC offers meaningful insights and suggestions for improving various aspects of BYU. We firmly believe that, with our diverse perspectives and aligning our efforts with the university's overarching mission, we can contribute significantly to BYU’s ongoing pursuit of excellence.

Article II. Principles of Service, Collaboration, and Stewardship

While the roles of FAC members and BYU administrators are not ecclesiastical callings, within The Church of Jesus Christ of Latter-day Saints, we strive to align our council’s practices with the principles of service, collaboration, and stewardship espoused by the Church and BYU. Through our collective efforts, we aspire to play a pivotal role in advancing the university's mission and enriching the academic experience for faculty and students.

Article III. The FAC’s Role within the University

The BYU Administration established and maintains the FAC as an advisory voice representing the perspectives of university faculty and serves as a valuable resource and unfiltered information source using established administrative lines. The FAC offers counsel to the office of the Academic Vice President (AVP) on topics important to the faculty, including administrative priorities (e.g., Becoming BYU), that may need to be researched or addressed. The FAC attempts to engage in helpful and respectful discourse using open communication and transparency. These

efforts require an approach of trust, vulnerability, a suspension of judgment, and an assumption of goodwill on the part of the involved individuals.

The FAC is representative of the faculty, as its members are nominated in popular election by their faculty peers. Though selected from academic colleges, each FAC member represents the entire University and should respond to issues by carefully considering their effect on the University. After considering the attitudes and recommendations of the faculty as a whole, the FAC should advise the AVP in the best interest of the University.

As a voice representing the perspectives and interests of the faculty members of BYU, FAC members frequently counsel with one another and those within their respective colleges to discover the perspectives, concerns, and ideas among the faculty. Ideally, at the start of each academic year, the FAC representatives will consider issues facing faculty that pertain to helping BYU achieve its mission. The FAC members then bring those perspectives, concerns, and ideas to the FAC to be discussed and considered. The FAC then counsels together to determine which perspectives, concerns, and ideas will be most helpful to the University as a whole, intending to move the University toward fulfilling its Mission and the Aims of a BYU Education.

Relationship with the Administration: The FAC will regularly offer to counsel with and report to the AVP and AVP Council about perspectives, concerns, ideas, and proposals regarding the functioning of the University. The goals of these consultations and reporting are to:

1. Communicate clearly and in a timely manner the perspectives, concerns, ideas, and proposals being discussed in the FAC,
2. Enable the AVP and AVP Council to hear, consider, advise, and guide the efforts of the FAC,
3. Provide the AVP Council with information which it can use in its operations,
4. Provide the opportunity for the AVP and AVP Council to give information and answers to issues and questions under consideration by the FAC,
5. Provide the opportunity for the AVP Council to give collaborative guidance to the FAC to help maximize the helpfulness of its efforts.

The FAC Co-chairs will work with the AVP to determine the frequency of consultation meetings between them, the FAC committees, and members of the AVP Council.

When the AVP Council and the FAC determine a need, the FAC will submit proposals to the AVP Council for consideration by the Administration. If the AVP's Council provides a response, with the approval of the AVP, the FAC may communicate a summary of this statement or proposal as well as the response from the AVP Council to the BYU faculty.

When determined relevant by the University, the FAC provides faculty feedback on proposed changes to university policy. The BYU Integrity and Compliance Office will facilitate this process through the FAC Co-chairs.

Relationship with the Faculty: The FAC members may regularly communicate informally to their colleagues at any time. The FAC Co-chairs will communicate with the BYU faculty formally through the AVP. The FAC co-chairs are responsible for finding relevant, practical ways to highlight and communicate the FAC's efforts and contributions to improving the University.

Relationship with other BYU entities: The FAC will seek additional information regarding issues brought forward to the FAC by consulting with and requesting information and input from other offices, personnel, and organizations on campus. The FAC members will contact these entities informally or formally as appropriate. They will also collaborate with these offices, personnel, and organizations to support and improve the issues and efforts of these entities when they converge with the efforts of the FAC.

FAC members may, at times, serve as FAC representatives on university-wide committees and councils, as determined by the AVP's Council. When a FAC member is determined to be needed on a University committee or council, members of the FAC will be recommended by the FAC Co-chairs and appointed as needed by the appropriate jurisdiction. These individuals will serve on that committee or council as representatives of the FAC, rather than their department or college. These FAC members will regularly report back to the FAC regarding their efforts on those committees and councils.

FAC Co-chairs should work to establish open communication and possible coordination with the Administrative Advisory Council (AAC) and the Student Advisory Council (SAC). By working with student and staff representatives and others where concerns and interests overlap, the FAC is more likely to create proposals that will enhance the university's broader interests.

FAC Executive and Operating Committees: The FAC Executive Committee is comprised of the FAC co-chairs, the operating committee co-chairs, and the FAC secretary. The FAC co-chairs meet regularly with the operating committee co-chairs to discuss the issues that the FAC committees are considering and researching. The FAC co-chairs offer guidance to the committee co-chairs regarding these issues, incorporating feedback and suggestions they received in their coordination meetings with the AVP and AAVP. The FAC co-chairs can also communicate issues and questions from the committee co-chairs to the AVP and AAVP to receive their feedback and suggestions during subsequent coordination meetings. This provides for further collaboration, progress, and correction between the collaborative meetings of the FAC committees and the members of the AVP Council.

Article IV. Membership, Elections, and Appointment

1. *Full-time Faculty Representatives*
 - A. *Term of Appointment*

The term of appointment to the FAC will generally be three years. Appointment terms may be adjusted periodically to two or four years to facilitate staggered elections so that all representatives from a college are not elected in the same year.

- B. *Distribution Among Colleges and Areas*

Distribution of FAC representation is as follows:

Number of Faculty in the College	Number of FAC members from the College
1-50	1
51-100	2
101-150	3
151-200	4
201-250	5

The Office of the Academic Vice President may review the distribution of full-time FAC representatives among colleges and make recommendations for reappointment. The FAC secretary will coordinate with the Office of the Academic Vice President to update the FAC on distribution of FAC members by college each year.

C. Information for New Members

Each newly appointed member will receive a copy of this document.

D. Nomination and Appointment of Members

The following procedure, established by the President, should be observed in conducting the election to nominate full-time faculty persons for positions on the FAC:

- i. Each college proposes the nomination of FAC candidates and selects FAC representatives through ballot voting; the president makes the appointments.
- ii. Academic Deans are responsible for conducting the nomination and election of full-time faculty and reporting the results to the Academic Vice President for approval.
- iii. Only full-time faculty members are eligible to vote in the election for full-time faculty representatives. Generally, only full-time faculty members with continuing faculty status are eligible to serve. Faculty serving in major administrative roles (e.g., deans, directors, department chairs, associate deans) are not eligible for appointment.
- iv. To achieve an appropriate turnover in FAC membership and encourage service by as many people as possible, an individual concluding a period of service on the FAC of three semesters or longer will not be eligible until at least one year has passed.
- v. Nominations and election processes should be conducted by secret ballot by one or more senior faculty members appointed by the Dean.

- vi. College election procedures may use ranked-choice voting or successive ballot votes until one faculty member receives a majority of the votes cast for each vacancy.
- vi. The final vote results (including names and vote totals) should then be reported confidentially to the Academic Vice President by the deans office. The faculty member(s) appointed will then be announced publicly after they are approved and appointed by the president. Vote tallies will not be announced.
- vii. If a FAC member becomes unavailable for the balance of his/her appointment period, and if the period of unavailability is greater than one academic year, the Dean shall either nominate the individual who was second in the original vote, or conduct an election for a new FAC member for a full three-year term*, following the procedure given in Article IV A-F.

*When the appointment occurs during the fall semester, the remainder of the current year constitutes the first year. When it occurs during the winter semester, the appointment will be for three years plus the balance of the current year.

- viii. If a FAC member becomes unavailable for one academic year or less, and would still have some portion of the appointment remaining after that time, after consultation between the FAC member, the FAC co-chairs, and the Dean, the Dean shall select one of the following two options.
 - 1. Appoint a temporary replacement to serve until the FAC member becomes available. (Note: It is recommended that the individual who placed second in the original election be given first consideration as the temporary replacement.)
 - 2. Conduct an election for the new FAC member for a full three-year appointment, following the procedure given in Art. IV.A.i-viii.

Article V. Election of FAC Chairs and Operating Committees

1. Election of FAC Chairs

During the winter semester, members of the FAC will nominate and elect a co-chair from among the first, second, and third-year full-time faculty representatives then serving on the FAC. All FAC representatives may vote. The election may take place either with a primary and final election procedure OR using a rank-choice voting system at the discretion of the co-chairs. The procedure options are as follows:

A. Option 1: The election will consist of a first ballot including the names of all nominated representatives who wish to run. If one individual obtains more votes than all the other individuals' vote totals added together, that individual is elected. If not, then a final ballot containing the top two candidates shall be held.

B. Option 2: FAC representatives rank all candidates in order of preference. When votes are tallied, if a candidate receives more than half of the first choices, that candidate wins. If there is no majority winner after counting first choices, the candidate with the fewest votes is eliminated, and voters who picked that candidate as ‘number 1’ will have their votes count for their next choice. This process continues until a candidate has more than half of the vote.

2. Term of Chairs

The elected co-chair will agree to serve for an additional two years. In other words, second-year representatives elected as co-chair agree to a fourth year of service on the FAC, and third-year representatives elected as co-chair agree to a fourth and fifth year of service on the FAC. The terms of service of the co-chairs will be staggered to ensure consistency of leadership. Terms of service will begin at the end of winter semester, except that outgoing officers may present their reports to the administration at a later time. If either co-chair is unable to serve the full term, the FAC may elect a new co-chair for the portion of the term not served. If a member of the Executive Committee is unable to serve the full term, the co-chairs may appoint a replacement for the portion of the term not served.

3. Operating Committees

A. Operating committees are established to give special attention to those issues that affect the faculty and its functions of teaching students and developing new knowledge. It is understood that many things happen outside the laboratory and the classroom that significantly impact these functions. The responsibility of each committee will be to bring to the attention of the FAC those issues, problems, and opportunities in their specific area of concern that the FAC should consider if it is to magnify its advisory role effectively and responsibly. The committees will also be responsible for gathering information or anecdotal data and developing statements and recommendations for potential consideration by the FAC. The FAC co-chairs will assign FAC members to the operating committees and will designate committee co-chairs for each committee. Operating committees are charged with developing statements and advisory proposals for the AVP through consultation with the appropriate member of the AVP Council (see Article VI, items 7-8).

B. FAC co-chairs should appoint co-chairs for each operating FAC committee, and, where practicable, the terms of these chairs should be staggered for the preservation of institutional memory and continuity of leadership. FAC co-chairs and committee co-chairs should consider inviting prior-year FAC and committee co-chairs to return early the next school year to communicate past efforts and accomplishments and to share perspectives regarding ongoing issues and forward-looking vision.

C. The FAC co-chairs determine the operating committees and their general areas of concern annually in consultation with the AVP. A list of typical committees is found in the Appendix. Ideally, the selected committees work with the AVP council member whose stewardship most closely aligns with their area.

D. Each member of the FAC, except the co-chairs, will serve on one of the operating committees.

E. Operating committees and/or the executive committee may meet during spring/summer terms to prepare for FAC meetings early in the fall semester.

4. *FAC Executive Committee*

As soon as feasible after beginning their terms, the FAC co-chairs will appoint one or more committee chairs and co-chairs for each standing committee. The FAC co-chairs, the standing committee chairs and co-chairs, and the FAC secretary constitute the FAC Executive Committee.

Article VI. Procedures

1. *Meetings*

During the academic year, the full FAC will meet ordinarily once or twice a month. Special meetings may be called as needed and may be held at the request of the co-chairs, the Executive Committee, the Administration, or any five members of the FAC. Meetings may be held in person or online.

The FAC executive committee typically meets once per month, at the discretion of the co-chairs.

Meetings of the operating committees will be held upon the call of the operating committee chair. Operating committees will not be required to meet more often than the committee chair deems necessary. Typically, FAC operating committees meet once or twice per month, on weeks not already occupied with full FAC or executive committee meetings. Upon request, the committee chair reports the committee's activities to the Executive Committee and the full FAC.

2. *Quorum and Voting*

One-half (1/2) of the members of the FAC will constitute a quorum. Unless otherwise stated in this document, decisions by simple majority of the members present and/or that participate by electronic vote will constitute the action of the FAC so long as the voting members constitute a quorum.

3. *Presiding Officer*

One of the FAC co-chairs will conduct meetings of the FAC.

4. *Agenda*

Meetings of the FAC will be conducted according to a written agenda, copies of which will be distributed to members within a reasonable time in advance of each meeting. The FAC co-chairs, in consultation with the Executive Committee, will determine the agenda. Other members of the Executive Committee may request of the co-chairs that an item be added to the

agenda. Omission of any item from the agenda will not preclude its consideration at meetings, but an attempt will be made to include all important matters on the agenda.

5. Communication with Constituencies

FAC representatives should be accessible to their faculty colleagues regarding issues for discussion with the FAC.

6. Visibility

In order to obtain suggestions from the faculty as a whole and to apprise the faculty of the FAC's work, the FAC secretary will keep minutes of full FAC meetings. The FAC co-chairs will also oversee the annual preparation and distribution of a report on the FAC's activities and proposals. The FAC website will allow faculty members to submit ideas or inquiries to the FAC.

7. Formal Proposals

FAC proposals generally should:

- Be based on good data and sound logic.
- Prepared using an iterative discussion and counsel process with the appropriate member of the AVP Council.
- In the committee's advisory role, suggest an explicit "action step" for a specific, reasonable action.
- Show evidence that the respective committee members have contacted interested parties on campus and have made reasonable efforts to understand their perspectives and gain their approval/support.
- Include an investigation of the resource implications of the proposal.

Any matter requiring a proposal must be submitted to one of the FAC co-chairs or to another member of the Executive Committee within a reasonable time before the meeting. When the FAC passes a proposal, the FAC co-chairs and the co-chairs of the appropriate operating committee will be responsible for communicating that proposal to the Administration. FAC co-chairs may meet with University Administration to discuss proposals. The operating committee co-chairs will offer to provide any further help or counsel to the Administration with regard to the proposal. At a later FAC meeting the co-chairs will report to the FAC any action taken on the proposal.

8. Statements

In some cases, the FAC may make position statements. Such statements differ from proposals in that they do not include explicit action steps; however, they should still be well-reasoned and well-researched, and created through a process of iterative discussion and counsel with the appropriate member of the AVP Council. Such statements should be viewed as communications from the faculty (through the FAC) to the administration.

- Statements of gratitude are formal expressions of thanks expressed on behalf of the faculty to the administration. Statements of gratitude are particularly appropriate when the FAC believes that the administration has taken a particularly important or necessary step to safeguard the wellbeing and/or shared values of the campus community.

- Statements of concern identify issues where campus improvement is desired, but for which no action steps are specifically identifiable. Statements of concern are expressions of a continued desire to work collaboratively with the administration to find solutions for a particularly difficult or complex problem.
- Other statements as deemed appropriate by a majority of the FAC through iterative discussion and counsel with the appropriate members of the AVP Council.

9. *Policy reviews*

University policy is regularly reviewed and revised, and from time to time, new policies are enacted. When the administration determines it to be appropriate, they may request the feedback of the FAC on certain University policies. The BYU Integrity and Compliance Office can facilitate this process through the FAC Co-chairs. The FAC reviews such policies and provides a faculty perspective on the intent, content, language, and expected consequences of such policies. When a policy is submitted for FAC review, FAC members should provide feedback that is of direct and reasonable interest to the FAC. The executive committee is responsible for presenting the feedback to the requesting authority.

10. *Acceptance and Emendation of this Document*

A two-thirds (2/3) majority vote of the members present will be required for acceptance of this document. It may be amended by the same two-thirds (2/3) majority vote. Amendments may be proposed at any time; however, starting with the 2015-2016 academic year, no more than four years will pass without a formal review of the by-laws as directed by the co-chairs.

APPENDIX

List of Possible FAC Operating Committees and the Most Closely Related AVP Committee

1. Teaching [Undergraduate Studies *or* Research, Creative Works and Graduate Studies *or* International Studies]
2. Research and creative work [Research, Creative Works and Graduate Studies]
3. Compensation and benefits [Faculty Relations]
4. Belonging [Faculty Relations, Office of Belonging, Faculty Development]
5. Mental, physical, and spiritual wellbeing [Faculty Development *or* Research, Creative Works and Graduate Studies]
6. Hiring, promotion, and termination process [Faculty Relations *or* Faculty Development]
7. AVP-Council priorities [AVP & AVP-Council]
8. Becoming BYU priorities [AVP & AVP-Council]