

BYLAWS

FOR

**FACULTY
PROFESSIONAL DEVELOPMENT
PROGRAM**

AT

CALIFORNIA UNIVERSITY OF PENNSYLVANIA

Revised July 2021

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This document, the Bylaws for the Faculty Professional Development Program at California University of Pennsylvania, establishes the fundamental principles and practices adopted by the Faculty Professional Development Committee in overseeing the Faculty Professional Development Program, which consists of the Faculty Professional Development Center and the subcommittees of the Faculty Professional Development Committee.

Philosophy of Faculty Professional Development (FPDC) Program

Because faculty members have different areas of expertise, needs, and perspectives, the differences in philosophy among and within the disciplines must be respected. The goal of the Faculty Professional Development Program (the FPD Program) is to foster an environment in which all individuals and departments may interact and grow. The FPD Program recognizes that California University of Pennsylvania:

1. considers teaching, research, and professional service to be important scholarly activities;
2. is primarily a teaching institution that serves a population of both traditional and nontraditional students; and
3. is composed of a diverse faculty within a multi-purpose regional university with both graduate and undergraduate programs.

Faculty development is a process whereby faculty members seek to: a) improve teaching and learning, b) add to their discipline's body of knowledge, c) enhance the quality of life through community outreach, and/or d) integrate these three developmental activities. Faculty development at California University of Pennsylvania may be thought of as individual professional growth that is consistent with individual professional goals, departmental needs, and university missions. It is the mission of the FPD Program to support, by whatever means possible and prudent, and as available resources allow, any faculty member's need for professional growth consistent with the above definition.

Mission of the Program

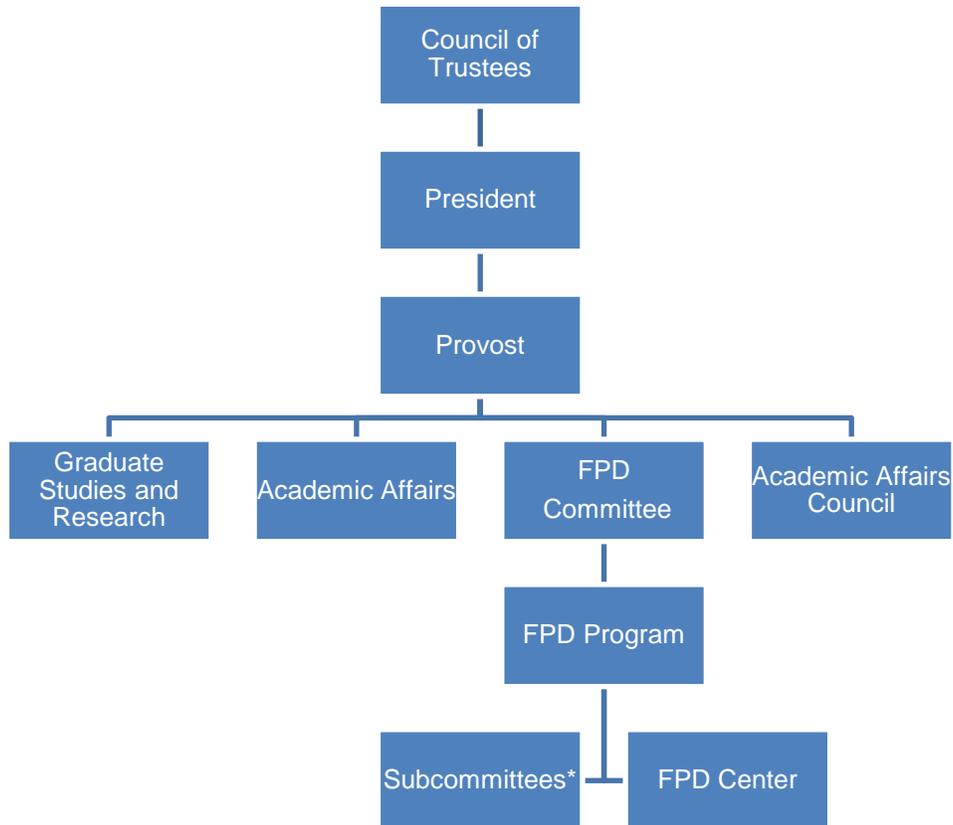
The FPD Program is overseen by the Faculty Professional Development Committee (The FPD Committee), which serves as the major conduit for The FPD Program and as the recommending body to the president of the University or his/her designee for activities pertaining to faculty professional development.

The mission of the FPD Program is to promote and support teaching, research, service, appropriate use of technology, and grant seeking, as well as the University core values of civility, responsibility, and integrity.

Organizational Structure and Accountability

The Committee implements the FPD Program through activities developed and supported by the FPD Center and the committee's subcommittees. All program activities follow established policies and procedures approved by the FPD Committee, the provost, the president, and the Council of Trustees of the University (see Organization Chart).

FPD Program Organizational Chart



*Subcommittees: Grants and Contracts, Research, Service and Service-Learning, Teaching and Learning, and Technology

Membership of the FPDC

The Committee consists of eleven voting members: four tenured or tenure-track faculty (elected by the faculty), one representing each undergraduate college, one representing faculty not associated with any particular college, one faculty member elected at large, and one administrator appointed by the president of the University or his/her designee; the coordinator of The FPD Center; and the chairs of the subcommittees on Research, Teaching and Learning, Service and Service-Learning, Technology, and Grants and Contracts. The director of the Center for Innovation, Technology & Entrepreneurship shall be a non-voting, ex-officio member.

Nominations for faculty representation on the FPD Committee will be solicited during the spring semester of each year. All full-time faculty members within the respective college will receive ballots to vote for their faculty representative. The FPD Center will coordinate the election to ensure that all faculty members within the respective college receive a ballot. The individual receiving the most votes will be elected. In the event of a tie, a run-off election will be held. The results of the election shall be announced via e-mail to the respective college faculty members. The terms are staggered such that each year one faculty member is elected. A committee member may serve no more than two consecutive four-year terms; all terms begins at the spring faculty retreat of the academic year of their election. In the case of a vacated faculty position on The Committee, a special election will be held for a faculty member from the respective college to fulfill the remainder of the vacated position.

The administrator will be appointed to The Committee by the University president or his/her designee. As needed, the University president or his/her designee shall appoint another manager to complete the vacated term of a manager.

Officers

Each of the four elected members of the FPDC, during the 3rd year of the 4-year term, will serve for one year as FPDC Chair. Descriptions of the responsibilities of Subcommittee Chairs or Co-Chairs can be found in the sections of the Bylaws pertaining to functions and procedures of subcommittees.

Membership Responsibilities

All members and member applicants must remove themselves from the screening, the discussion, and the voting on the award for which they have applied.

Meetings

The FPD Committee will meet on the second and fourth Mondays of each month during the fall and spring terms. During the summer term, the FPD Committee meets on an “as needed” basis.

A quorum consists of a simple majority (one more than half) of the voting members, and is necessary to conduct business. Generally, Robert's Rules of Order govern motions and subsequent discussions. Where a motion is not considered necessary, consensus serves as a guide.

An agenda is distributed at each meeting and the minutes are read, edited, and voted on for approval. Following approval by the FPD Committee, the minutes are distributed to the president, provost, deans, APSCUF office, and archives. The chair of the committee conducts the meeting. If the chair is absent or must leave before business is completed, the coordinator of the FPD Center assumes the role of chair and completes the business. If the chair and the coordinator are absent, another committee member must be designated by the chair as substitute chair prior to the meeting. Any member can make motions, and discussions are open to all members.

Attendance at meetings is expected. If a member must withdraw from a meeting before adjournment, that member may designate a proxy, as approved by committee vote. If a member misses three (3) consecutive meetings, the member will be contacted by the chair to determine the reasons for the absences and to encourage attendance. If a committee member misses 40% of the scheduled meetings for any given semester, the member may be removed from The Committee. The FPD Committee will hold a special election to replace that member. The chair will then contact the alternate. In the case of the manager representative misses 40% of the scheduled meetings, the committee may move to contact the president or his/her designee for a replacement. The president or his/her designee may then appoint another manager to serve out the balance of the term.

Procedures

The Committee

- ◆ Determines, with input from faculty and management, the thematic emphasis for an academic year.
- ◆ Promotes workshops, presentations, forums, etc., which encompass all areas of professional development.
- ◆ Develops criteria for and evaluates proposals which have been endorsed by the appropriate dean, makes awards, monitors expenditures, and evaluates the report of results for awards.
- ◆ Coordinates on-campus grant activities and supports external grant writing.
- ◆ Informs, in writing, all faculty who apply for grants, or other services of the FPD Committee's action regarding such applications. (It is the responsibility of the chair to report the recommendations of The Committee in a timely fashion.)
- ◆ Oversees the FPD Center by assisting in an advisory capacity and evaluating the center's overall program and the functions of the FPD Center coordinator.
- ◆ Facilitates the functioning of the Subcommittees on Teaching and Learning, Service and Service-Learning, Research, Technology, and Grants and Contracts by furnishing clerical and organizational support (through the FPD Center); allocating and monitoring expenditures of funds, and providing committee and managerial clarification upon request.
- ◆ Reviews, modifies, and codifies the roles and responsibilities of the subcommittees.
- ◆ Ascertains faculty professional development needs in order to plan, implement, and evaluate programs to address these needs.
- ◆ Evaluates proposals for state-level PASSHE FPD Council annual grants and forwards recommendations to the university's office of grants and contracts.

The Chair

- ◆ Organizes and participates in meetings of the FPD Committee by:
 - Developing the meeting agendas.
 - Conducting meetings of the committee.
 - Serving as a member of action committees.
- ◆ Represents the FPD Program by:
 - Serving as the University representative to the PASSHE FPD Council or soliciting from the FPD Committee a recommendation of an appropriate faculty member to serve as the University representative.
 - Acting as a liaison to the Provost or other representative of the President.
 - Attending The Committee's Subcommittee functions.
 - Representing The Program at Program events (including New Faculty Orientation, the Merit Award/FPDC Recognition Event, etc).
- ◆ Facilitates the Functions/Policies/Procedures/Approvals of the FPD Program as presented in the Bylaws by:
 - Guiding the program in terms of vision.
 - Working with the FPD Center coordinator to facilitate the effective and efficient implementation of the program.
 - Working with the center coordinator in developing annual budgets for the program.
 - Working with the center coordinator in developing annual budgets for the program.

The Subcommittees

The Subcommittees are each responsible for:

- ◆ Implementing the process of awarding small grants: maintaining guidelines, reviewing proposals, recommending awards to the full committee, and reviewing the grant outcomes reports.
- ◆ Programming at least one workshop per academic year focusing on the area of responsibility.
- ◆ Developing guidelines, evaluation processes, and recommendations to the full Committee for awards.
- ◆ Defining and promoting professional development.

Center Functions

The Center serves to focus the efforts of The Program as it responds to requests for support of faculty professional growth in all areas of professional endeavor, but specifically in the areas of scholarship and enhancement of teaching.

When a vacancy for Center coordinator occurs, the position will be advertised to all University faculty. From the resulting pool of candidates, a selection committee consisting of representatives from the Committee recommends a potential candidate. This recommendation is forwarded to the president or his/her designee who reviews the recommendation and appoints a new Center coordinator. The Center coordinator will serve a three-year appointment, which will be annually reviewed and renewed upon a positive evaluation and recommendation by the Committee (i.e. the “escape clause”). The Center coordinator can serve any number of consecutive three-year appointments. Upon expiration of one three-year appointment, an outgoing coordinator must re-apply for a subsequent term. The coordinator serves as a member of The Committee and facilitates the functions of The Committee's subcommittees. The coordinator is responsible for the supervision of all faculty professional development activities coordinated through The Center and subject to the approval of The Committee.

Listed below are the duties of The Center coordinator and program assistant.

The Coordinator

- ◆ Provides on-campus consultation with both full-time and part-time faculty concerning professional development needs.
- ◆ Provides group consultations and workshops for departments with discipline-oriented topics.
- ◆ Promotes and develops other activities as directed by The Committee.
- ◆ Maintains relationships with other State System universities.
- ◆ Represents The Center at the New Faculty Orientation, the Merit Award/FPDC Recognition Event, and other on-campus and/or off-campus events.

- ◆ Keeps abreast of faculty professional development programs and/or activities by attending faculty development events.
- ◆ Supervises The Center staff.
- ◆ Keeps abreast of scholarship in faculty professional development by attending conferences and subscribing to journals.
- ◆ Prepares budget proposals for The Program.

Program Assistant

This position works with the FPD Center coordinator and the FPD Committee to support a vision of quality faculty professional development by maintaining the daily operation of the center and coordinating the programs sponsored by the committee. A detailed list of the duties is available in the official job description, which is updated annually and maintained on file at the personnel office and at the center.

Committee Subcommittees

There are five subcommittees: Teaching and Learning, Service and Service-Learning, Research, Technology, and Grants and Contracts

Each of the subcommittees will engage in the following activities to enhance its area and mission:

- ◆ Provide opportunities for grants to faculty that will enhance their expertise.
- ◆ Coordinate activities that result in recognition of outstanding faculty.
- ◆ Provide programs designed to enhance its area of scholarship.
- ◆ Provide other activities within its area of scholarship as requested by the FPD Committee.
- ◆ Perform other functions as determined by the FPD Committee.

Faculty members serving on the subcommittees may apply for any funds or awards offered by the FPD Committee. However, these member applicants must remove themselves from the discussion and voting on the awards for which they have applied.

Subcommittee Structure

The subcommittees will consist of a maximum of 9 voting members, and each member will be elected to serve a three-year term. A new cohort of three representatives will be elected each year, with each college providing no more than one representative to each cohort of the subcommittee. Special elections may be held to select a member to complete a vacated term of service. A subcommittee member who is non-participatory may be removed, and the subcommittee may hold a special election to replace that member. Upon expiration of the first three-year term of service, an outgoing member may run for re-election to one subsequent three-year term of membership on the subcommittee.

To qualify for membership, a person must be a regular faculty member as defined in the current APSCUF contract language referring to faculty who are tenured or tenure-track. Other persons who are not regular faculty members may serve on the subcommittee in a non-voting capacity at the approval of the subcommittee membership.

Leadership

Chairs are responsible for setting meeting dates, preparing agendas, carrying out the decisions of the subcommittee, and representing the subcommittee at the meeting of the FPD Committee. The chair of each subcommittee will be elected in the spring by the membership of the subcommittee and will serve a two-year term. A chair may be re-elected for consecutive terms. Elections must be handled by a subcommittee member who is not the current chair.

Decision Making

A quorum (consisting of a simple majority of one more than half of the total subcommittee membership) must be present before any formal decisions can be made. Motions are passed by a simple majority vote of subcommittee members present.

Minutes

Minutes will be recorded, and, upon approval of the minutes, a copy will be sent to the Program Assistant for filing at the FPD Center, where the minutes will be available to the FPD Committee and other subcommittees.

Subcommittee Chair Duties

Subcommittee chairs are expected to fulfill the following responsibilities related to subcommittee meetings:

- ◆ Establish the meeting schedule for each semester (including the dates, times, and locations).
- ◆ Develop the meeting agendas and chair the meetings.
- ◆ Solicit attendance to the meetings and maintain order at the meetings.
- ◆ Relay to the FPD Committee any questions from the subcommittee membership and present to the subcommittee members the committee's response to inquiries.
- ◆ Present to the subcommittee members The Committee themes/ideas and keep the subcommittee membership briefed on any other developments in regards to The Committee.
- ◆ Guide the subcommittee in terms of vision.
- ◆ Recruit membership from the campus at large.

Subcommittee chairs are expected to fulfill the following responsibilities related to subcommittee events/projects:

- ◆ Help organize any workshops sponsored by the subcommittee and organize the subcommittee towards other events and goals.
- ◆ Promote subcommittee activities/events.
- ◆ Serve as the representative of the subcommittee at any University-sponsored activities involving the subcommittee.
- ◆ Work with the subcommittee members to insure the timely review of small grant applicants and to review candidates for the merit award (or workload stipends/release time, if applicable).

Subcommittee chairs are expected to fulfill the following responsibilities related to FPD Committee representation:

- ◆ Attend scheduled committee meetings.
- ◆ Present subcommittee members' concerns at committee meetings.
- ◆ Participate in committee events.

Unique Functions of Subcommittees

While the subcommittees are united in their mission and activities, each has unique features. These unique features are described below.

Teaching and Learning Subcommittee

Definitions

Broadly defined, teaching is the formal and informal professional activity by faculty that fosters and enhances student learning or academic advisement. It includes, but is not limited to, faculty commitment to: (1) remaining current and knowledgeable in one's discipline; (2) being knowledgeable about varied teaching techniques; (3) being knowledgeable about various assessment and grading practices; (4) being knowledgeable about up-to-date support materials, such as videos, handouts, software, technology, newspaper and magazines articles, etc.; (5) interacting with students in and out of the classroom as both instructor and advisor; (6) motivating student learning; (7) being knowledgeable about advising technique, practices, and support material, as appropriate, in the classroom or in advising.

Purpose

In an effort to realize the goal of enhancing the mission of student learning, the Teaching and Learning Subcommittee will promote, advocate, develop and support an interest in and concern for the scholarship of teaching in individual faculty, departments, colleges, and the campus as a whole. It will do this by determining faculty teaching needs; developing, arranging, and promoting opportunities and resources to encourage creative teaching; and providing a variety of means to offer recognition for excellence and scholarship in teaching. The Teaching and Learning Subcommittee will also support, through its activities and awards, the University's three core values of civility, integrity and responsibility.

Membership

To qualify for membership on the Teaching and Learning Subcommittee, a person must be a member of a faculty department who is available to serve a three-year term and must show an interest in the improvement of teaching and learning.

Service and Service-Learning Subcommittee

Definitions

Broadly defined, service is faculty's commitment to the community, which includes but is not limited to: academic, professional, government, local, national, international, and cultural communities. Service is: 1) the enhancement of knowledge and information, 2) assistance through interactive planning and growth of knowledge, concepts, skills or affective relationships, 3) or resources identified as useful to the stability of the community at large. Also included is support for on-going projects that have a long term need for growth and development expertise, as well as the support of national and international endeavors that may be procured and applied to local problems and needs. Service-learning refers specifically to community service that is linked to one or more specific course objectives.

Service and service-learning encompasses any community or University activity (other than the faculty member's principal professional duties) that meets the following criteria:

- ◆ Service is related to professional expertise at the University.
- ◆ Service may be uncompensated or compensated by a non-negotiable honorarium set by the providing organization (as opposed to a fee set by presenter/consultant).

Service does not include formal advisement of students but may include other informative service-learning activities the faculty member arranges for students that are related to but outside required professional duties at the University.

Purpose

The purpose of the Service and Service-Learning Subcommittee is to assist The Committee in support and encouragement of both community-based and campus-wide service and service-learning activities at California University of Pennsylvania. The Subcommittee makes recommendations on service-related awards and activities.

Membership

To qualify for membership on the Service and Service-Learning Subcommittee, a person must be a member of a faculty department who is available to serve a three-year term and has demonstrated a commitment to service and service-learning, as evidenced by: 1) an external service publication, 2) a record of funding for service or service-learning through external sources, 3) status as principal researcher on a defined service project, 4) status as a presenter at a national conference of a recognized service organization, or 5) a history of providing service or service-learning.

Research Subcommittee

Definitions

Broadly defined, research is work that enhances the knowledge of ourselves and the world around us by: 1) producing new theories, criticism, concepts, or information, 2) exploring, interpreting and evaluating extant theories, criticism, concepts, bodies of evidence, or programs, 3) applying theoretical, critical or conceptual perspectives, and 4) synthesizing any of the above. It also includes examining or creating methodologies and other principles and techniques involved in these definitions.

Purpose

The purpose of the Research Subcommittee is to assist The Committee in encouraging and supporting faculty and joint student/faculty research activities at California University. The subcommittee will make recommendations to The Committee on research-related awards and activities.

Membership

To qualify for membership on the Research Subcommittee, a person must be a member of a faculty department who is available to serve a three-year term and must meet minimum academic qualifications (one or more of the following):

- ◆ Have a record of funding through external (non-California University) sources.
- ◆ Have external (non-California University) academic peer-reviewed publication(s)

- ◆ Have recent (within the last 4 years) status as principal researcher on a defined research project.
- ◆ Have been a presenter at a national convention of a recognized academic organization.

Technology Subcommittee

Definitions

Technology is any audio/visual/computing device used in either research or the classroom. This also includes the use of electronic equipment, technology aids, instruments, software and web-based applications that are used to enhance learning, presentation, and productivity by faculty members.

Purpose

The Technology Subcommittee will provide ongoing training and technical support to faculty using technology in the classroom, in research, or in service to the California University community. Furthermore, the Technology Subcommittee will advocate, develop, and support interest and concern for technology that enhances a faculty member's professional development. The subcommittee will also address technical needs, issues, and concerns that arise within other FPDC subcommittees.

Membership Stipulations

Each member of the Technology Subcommittee must be a member of a faculty department who is available to serve a three-year term. Members must advocate the use of technology in the classroom, research, and other aspects of professional development.

Grants and Contracts Subcommittee

Definitions

Grants are defined as money given for a specific purpose. In academia, faculty may receive grants for the performance of research, service projects, enhancing or developing pedagogical skills, and/or equipment and supplies needed to facilitate the aforementioned areas. Generally grants are awarded based on the merit of a proposal written for said monies.

Purpose

The purpose of the Grants and Contracts Subcommittee is: 1) to aid faculty in the grant application process by taking part in the grant writing process in order to help faculty use appropriate content and writing style germane to grant proposals; 2) to sponsor grant-writing workshops for faculty; and 3) to evaluate local FPD Program annual grants.

Membership

To qualify for membership on the Grants and Contracts Subcommittee, a person must be a member of a faculty department who is available to serve a three-year term and should also have a successful history of getting proposals funded since subcommittee members will be actively reviewing and developing grant proposals for faculty.

Action Committees

An action committee, an ad-hoc committee consisting of the FPD Committee chair, the FPD Center coordinator, and two faculty members, will be appointed to meet the first and third Mondays of each month during the fall and spring terms to discuss topics as assigned by the committee. The action committee (soon after each meeting) will e-mail to the committee membership a bullet-point synopsis of their findings for the committee's review and consideration. The action committee will then bring their recommendations to the next committee meeting.

Bylaws Review Team

The Bylaws Review Team—consisting of the FPD Chair, the FPD Center coordinator, and one faculty member selected from the FPD Committee membership—will be formed once every two years, with members of the team serving a two-year term. The team will conduct at least one review of the bylaws during its term to determine whether or not amendments are called for. The team will also move any amendment coming from a member of The Committee through the amendment process (as described below).

Amendments to The Program Bylaws

Amendments to The Program bylaws may be initiated by the bylaws review team or any member of The Committee. Proposed amendments will be presented by the team to The Committee for its consideration. The Committee will vote on proposed amendments at the meeting following their submission for consideration.

All amendments to the bylaws must be approved by a two-thirds majority vote of The Committee. The amendments will then be forwarded to the president or his/her designee for review and approval. Once the amendment is passed by The Committee and approved by the president or his/her designee, it will become part of The Program bylaws and will take effect the semester following the approval.

Center Coordinator and Committee Chair Evaluations

Toward the end of each academic year, the FPD Committee will evaluate both the FPD Center coordinator and the FPD Committee Chair according to the descriptions of their duties as presented in these bylaws. The evaluations will be recorded and reported by two committee representatives. The evaluations will be made available to all members of the FPD Committee.

Program Retreat

Before the first regularly scheduled meeting of the Fall semester, the Committee, will meet for a session in order to achieve the following:

- ◆ Determine a theme for the FPD Program activities for the next academic year.
- ◆ Establish FPD Program objectives for the next academic year.
- ◆ Suggest changes to FPD Program Bylaws, if needed.
- ◆ Review the budget for the current fiscal year and prepare a budget proposal for the next fiscal year.

Expected Outcomes and Assessments

Completion of each of the activities within the planned timelines and levels of participation will serve as measures of achieving the annual objectives. In addition, an internal committee and an external consultant will evaluate the operational policies, procedures, and activities of The Committee and its Program every five years.

Courtesies

Invitations

Invitations will be sent automatically to the president and the provost for all FPDC-sponsored functions. In the event that there are expenses associated with a function, the cost for the president and the provost to attend the event will be incurred by the FPD Program fund. For the Merit Award/FPDC Recognition Event, invitations will be sent to the following persons: president and spouse, provost and spouse, academic managers, chair of Faculty Senate, chair of Chairs Forum, APSCUF president, Merit Award winners and their respective nominators, Merit Award nominees, CALU Internal Annual Grant and PASSHE Annual Grant awardees, Vargo awardee (when applicable), Committee members, and Subcommittee members.

Honoraria and Travel

Outside speakers for Program events will be given an honorarium to be determined on a case-by-case basis by the FPD Committee. Costs of travel and lodging for these speakers will be incurred by the FPD Program fund.

Recognition of Service to the Committee

Upon retirement while in office as a committee member (whether manager or faculty), the FPD Committee will recognize the person's service to the committee.