Bylaws of the  
College of Social and Behavioral Sciences  
Faculty Advisory Committee (FAC)  

ARTICLE I. Name and Mission  

Section 1. Name  
The name of this organization shall be SBS FAC, the Social and Behavioral Sciences Faculty Advisory Committee.  

Section 2. Mission  
The Faculty Advisory Committee exists to promote communication between the faculty and administration of the College of Social and Behavioral Sciences; to provide an open forum for discussing and defining the role of the faculty within SBS; to share concerns with the Dean on matters of importance to faculty in SBS; to pro-actively address issues related to faculty within the College of Social and Behavioral Sciences; and to carry out tasks in line with its role in shared governance practices within the College.  

The overall mission of SBS FAC is to provide faculty within Social and Behavioral Sciences a platform to voice matters concerning them. It is the role of the Committee to present those matters to the Dean when appropriate and to transparently convey information about the Committee’s activities to SBS faculty. Additional information is available on the SBS website.  

UHAP 7.09, Resolution on College Governance includes information on College advisory committees or councils. Information on advisory groups is also available through the Shared Governance Memorandum of Understanding passed by the Faculty Senate on April 4, 2005.  

Section 3. Annual Agenda Items  
The SBS FAC will address the following matters annually, as well as other issues the Committee deems appropriate:  
- SBS support for research activities;  
- The hiring process;  
- Inclusive excellence;  
- Responsibility Centered Management (RCM), its implementation, and its impact on faculty;  
- The annual Dean’s Audit.
Section 4. Agenda Items from Faculty Suggestions
The SBS FAC encourages faculty from SBS to suggest issues that should be placed on the SBS FAC agenda. Suggestions can be made to any committee member, or, preferably, to the Chair.

ARTICLE II. Membership

Section 1. Composition
As per existing College policy, the Faculty Advisory Committee is composed of five SBS faculty members, rank open, a minimum of three of whom have tenure or continuing status. The five members will be elected to three-year terms, with no more than one representative from any single tenure- or continuing-status department. In addition to the five active members, two alternates are elected. The two alternates serve on the Committee in the case of temporary member absence (sabbatical or leave, for example) or vacancy. Alternates also serve in cases in which there are conflicts of interest in SBS FAC decision-making or voting.

Section 2. Eligibility
The SBS policy utilizes the definition of faculty as per the Faculty Governance Handbook:
   a. Faculty members who hold half-time or more tenured or tenure-eligible appointments,
   b. Academic professionals who hold half-time or more continuing or continuing eligible appointments,
   c. Lecturers (including Senior and Principal Lecturers) holding half-time or more multi-year appointments,
   d. Clinical professors, research professors and professors of practice holding half-time or more multi-year appointments, (and, specific to SBS, nontenure-eligible professors holding half-time or more multi-year appointments as well),
   e. Such persons in categories (a), (b), (c) and (d) who hold Emeritus status.

Section 3. Committee Chair(s)
The Committee membership shall elect a Chair or co-Chairs who will take responsibility for arrangements as discussed in Article III, section 1b.

ARTICLE III. Procedures

Section 1. Meetings
   A. SBS FAC shall meet a minimum of once a month.
B. SBS FAC meetings shall be conducted by the Chair, who will make arrangements for the meeting location, invite guests, and distribute a meeting agenda to the members.

Section 2. **Voting**  
A. The following matters of import require a vote of the Committee membership (all other decisions may be reached by consensus):
   - Any formal recommendation from the Committee;
   - Amendments to these by-laws;
   - The selection or re-election of a Chair;
   - Any item for which a member requests a vote.
B. Items to be voted upon will be on the agenda ahead of the scheduled meeting.
   Voting will be open to one vote per member.
C. A quorum or “majority vote” is determined as 50% + 1 of people in attendance, with a minimum of 4 people in attendance.
D. Votes will be cast in person at regularly scheduled monthly SBS FAC meetings, can be cast by proxy through another committee member, or can be cast by email when there are extenuating circumstances.
E. When a vote is necessary on any issue, it can be carried out virtually if the affected issue will take place before the next scheduled monthly meeting.
F. A virtual vote is permitted only when there is a consensus among the members to do so.
G. Voting can be tabled until the following monthly meeting to inform members that a vote is pending.
H. When a member fails to vote, no vote will be recorded.

Section 3. **Amendments to Bylaws**  
A. Amendments to the Bylaws are additions, modifications, or deletions.
B. Amendments to the Bylaws must be made at a regular meeting.
C. Amendments to the Bylaws can be made by a majority vote of the SBS FAC membership.

**ARTICLE IV. Resources**

Section 1. **Budget**  
The Committee shall request an annual budget to support their activities. These funds facilitate many activities, including but not limited to the hiring of undergraduate RAs as and when required to help gather information for committee reports to the faculty; to support inviting outside speakers to SBS on topics of importance to
ARTICLE V. Transparency & Reporting

Section 1. Website
The Committee should maintain a presence on the SBS website. This is used to communicate our role and to house and disseminate information.

Section 2. Reporting
The Committee shall maintain a number of reporting mechanisms:
- We produce an Annual Report summarizing our actions across the course of the academic year;
- We periodically produce reports to the faculty on specific topics and agenda items;
- We provide minutes (redacted as appropriate) from our Committee meetings;
- We attend the fortnightly Heads & Directors meeting, reporting as appropriate;
- We hold an annual meeting with the Dean and Associate deans.
- We interface with faculty from across the College to identify issues and topics of discussion. Interfacing can include holding town hall meetings or issuing surveys.

Accepted and adapted by the Members of SBS FAC, May 2, 2017

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Jennifer Earl (Sociology)

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Robert Schon (Anthropology)