

**Kutztown University Professional Development Committee (PDC)**  
**Mission and Bylaws**  
**Kutztown University**

## MISSION

The Professional Development Committee reports to the University Senate. Its mission is to enhance the professional development of Kutztown University faculty by reviewing faculty proposals for funding to ensure they meet established guidelines for disbursing money from the Professional Development fund.

## BYLAWS

- I. Composition and Terms of Appointment
  - A. Composition
    1. Faculty representatives are appointed, from each of the four undergraduate colleges, by the Committee on Committees.
    2. Alternates will be appointed by the Office of Grants and Sponsored projects as needed (e.g., a faculty representative is applying for the PASSHE FPDC grant).
    3. One faculty member serves as both the representative of the PASSHE Professional Development Council and the APSCUF representative. These bodies appoint an alternate for this position.
    4. The Assistant Provost for Research and Grants serves as the Chairperson.
    5. The Assistant Director of Grants and Sponsored Projects serves as Assistant Chairperson.
  - B. Terms of Appointment
    1. Representatives serve for staggered 2-year terms.
    2. The representatives from the Office of Grants and Sponsored Projects serve an indefinite term of office.
    3. The representative who serves as the PASSHE Professional Development Council and APSCUF representative serves an indefinite term of office.
- II. Duties of the Members
  - A. Committee members must:
    1. Attend meetings when they are called.
    2. Read all proposals and be ready to discuss them.
    3. Inform chairperson if unable to attend a meeting, and provide written comments for all proposals.
    4. Review proposals for the PASSHE FPDC annual grant program and provide feedback.
    5. Review proposals for the Grant Fellows program and be ready to discuss them.
    6. Be available to faculty members of one's college if asked for advice.
    7. Review summer proposals via email.
    8. Perform committee duties as assigned.
    9. Review the Professional Development Committee's Mission Statement, Bylaws, and Operating Guidelines on an annual basis.
    10. Inform University Senate if proposing any changes in structure, membership, or mission.

- B. Chair must:
  - 1. Schedule regular meeting times.
  - 2. Set agenda and provide members with applicant proposals to review in a timely manner before each meeting.
  - 3. Distribute minutes prior to meetings.
  - 4. Recognize the service of committee members, by providing an end-of-year letter to each member.
  - 5. Provide a yearly report of actions taken to the Senate.
  - 6. Coordinate staff support to take meeting minutes, or designate a committee member to take minutes if a staff member is not available.

III. Meetings:

- A. The PDC will meet as needed, and it will have a meeting to discuss the PASSHE FPDC grant proposals and a meeting to discuss the Grant Fellows grant proposals. The committee will also meet via email when needed.

IV. Voting

- A. Professional Development Committee members must recuse themselves from all deliberation and decision-making regarding their own proposals for grants.
- B. Professional Development Committee members applying for Grant Fellow applications or PASSHE FPDC will be replaced by alternates on the Committee for as long as they are in the application process.
- C. Voting: all qualified members—including the Chair—have full voting privileges. An alternate does not have voting privileges until she or he replaces a member of the committee.
- D. Motions are passed with a simple majority of those present (or voting by proxy).
- E. A member not able to attend a meeting may email comments and designate another member to vote by proxy on his or her behalf.
- F. When proposals need to be considered outside regularly scheduled meetings, electronic voting by all members is allowed to pass motions.

V. Agenda

- A. The Agenda shall consist of the following in order of priority:
  - 1. Call to Order
  - 2. Approval of Minutes
  - 3. Announcements
  - 4. Old Business
  - 5. New Business
  - 6. Adjournment

VI. Rules of Order:

- A. Robert's Rules of Order will govern the committee's procedures in all cases where applicable.
- B. A quorum will consist of 50% of the voting members of the full committee. A quorum is needed to hold meetings and conduct business.
- C. In order to have a vote, there must be a quorum.
- D. Amendment of the bylaws shall require a two-thirds majority of the voting membership.

