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 and administrators 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. A faculty member serves as the representative of the PASSHE Professional Development Council and the APSCUF representative.
      3. The Director of Grants and Sponsored Projects serves as the chairperson.

   B. Terms of Appointment
      1. Representatives serve for staggered 2-year terms.
      2. The representative from the Office of Grants and Sponsored Projects serves 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 are responsible to:
      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 members of one’s college if asked for advice.
      7. Review summer proposals via email.
      8. Perform committee duties as assigned.
      9. Review the Research Committee's Mission Statement, Bylaws, and Operating Guidelines on an annual basis.

   B. Chair is responsible to:
      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 Committee on Committees.
6. Coordinate staff support to take meeting minutes, or designate a committee member to take minutes if a staff member is not available.
7. Inform University Senate if proposing any changes in structure, membership, or mission.

III. Meetings: The PDC will meet every other week during both semesters, and will have an extra meeting to discuss the PASSHE FPDC grant proposals and an extra meeting to discuss the Grant Fellows grant proposals. The committee will also meet via email when needed.

IV. Voting
A. Quorum: a quorum shall consist of 50% of the members.  
B. Voting: all members have full voting privileges.  
C. Motions are passed with a simple majority of those present (or voting by proxy).  
D. A member not able to attend a meeting may email comments and designate another member to vote by proxy on his or her behalf.  
E. 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 a simple majority of 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.

2/25/2016