

NASPA Faculty Assembly Policies and Procedures

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In Conjunction with the NASPA Bylaws Document

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Mission Statement: NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. The Faculty Assembly strives to become the principal source of leadership, scholarship, professional development, and advocacy for student affairs and higher education faculty. The Faculty Assembly provides opportunities for lasting personal growth through dynamic professional development opportunities and programming for faculty and students.

Vision Statement: The NASPA Faculty Assembly is the leading voice for student affairs and higher education faculty and graduate preparation programs worldwide.

Preamble

This document contains the decision making structure, the operating procedures, and policies, necessary to conduct the business of the NASPA Faculty Assembly and Council. These statements of the rights and responsibilities of members are intended to allow for the fullest participation in decision making and programming as it affects members of the Faculty Assembly, Council and their affiliates.

These policies and procedures were developed through active involvement of the Faculty Council, its leadership, and NASPA via a series of meetings and discussions and can be amended by the decision making procedures outlined within this document.

History of the Council and Assembly

Faculty Fellows gathered for the 2012 Summer Summit over the course of three days in August, 2012. Throughout the meeting, they conferred with NASPA staff, specifically President Kevin Kruger, Vice President for Professional Development Stephanie Gordon, and Vice President for Research and Policy, Brian Sponsler. Early in the meeting, Kevin Kruger suggested creating a "Faculty Division." The results of the dialogue were included in the original proposal. The team was encouraged by the responsiveness of the NASPA President, staff, and Board to the need for a central role for graduate preparation faculty as we together advance the future of the profession.

The Faculty Fellows culled the information in this proposal from several documents: the minutes of the Summer Summit provided by NASPA, Fellows' individual notes, notes of the brainstorm from the 2012 NASPA Faculty Breakfast, and the NASPA 2011 Faculty Survey. In addition, the proposal was considered for a Faculty Knowledge Community.

In December 2012 the NASPA Board of Directors approved a proposal to form a Division of/for faculty members, known as the Faculty Assembly which is led by the Faculty Council. The NASPA Faculty Council is responsible for advising the NASPA Board and staff in regard to the faculty agenda of the Association.

The Faculty Council first met at the national NASPA conference in Orlando, Florida in March of 2013. Dr. Anna Ortiz was selected as the Council's first chair. At that time, the Council was new and incomplete as there were several regions that needed to elect faculty representatives. Since that time and through constant educational messaging, the Faculty Council has emerged as a team focused on faculty-based programming efforts and professional development.

ARTICLE I. FACULTY COUNCIL LEADERSHIP

SECTION 1. Council Leaders. The leaders shall consist of a Chair, Chair-Elect, and Past-Chair, who shall be selected in accordance with policies and procedures detailed in this document.

SECTION 2. Chair, Duties. The Chair of the NASPA Faculty Council serves as the Director of the Faculty Assembly and is responsible for making sure that each Council and Assembly meeting is planned effectively, conducted according to NASPA Bylaws, and that matters are dealt with in an orderly, efficient manner.

The Chair is a member of the NASPA Board of Directors and must abide by all policies and procedures required of Board members, including representing faculty interest in Board decisions and activities and attending three Board meetings per year.

The Chair must make the most of all his/her committee members by leading the team through structured dialogue, productive agendas, and timely communication. This involves regular review and update of Faculty Council goals and reviewing the Faculty Council's performance.

The Chair is empowered to appoint such ad hoc committees as deemed necessary for specific functions. Such committees shall continue to exist only for the term of office of the appointing Chair, but may be re-appointed by his/her successor.

The Chair shall perform such duties as are normally associated with the office of Chair; preside at all regular and special national meetings and attend all meetings of the Board of Directors.

SECTION 3. Chair, Term. In accordance with NASPA Bylaws, an individual can only serve one full term. The Chair of the Faculty Council is a four-year commitment:

- Chair Elect (one year)
- Chair (two years), and
- Past Chair (one year)

SECTION 4. Chair-Elect, Nomination and Selection. Nominations for the Chair-Elect will be sought, at the annual national conference Faculty Council meeting in even-numbered years. It is preferred that the Faculty Council Chair-Elect be a current or past member of the Faculty Council. The Faculty Council will vote to forward at least two names for Chair-Elect consideration to the NASPA Board of Directors in June. The Chair-Elect will be formally appointed at the Board of Directors July meeting.

The Faculty Council Chair-Elect shall serve for a term of one year; shall assume the responsibilities of the Chair in the absence or incapacity of the Chair¹; and perform other leadership duties as determined by the Faculty Council. The Chair-Elect shall succeed automatically to the office of Chair at the NASPA Business Meeting at the Annual Convention.

SECTION 5. Qualifications. All selected leaders shall be members of the Faculty Assembly and all leaders shall take office at the conclusion of the business meeting of the annual meeting.

¹ During the years when there is no Chair-Elect on the Faculty Council, the Past-Chair will assume the responsibilities of the Chair in the absence or incapacity of the Chair

SECTION 6. Removal. Any leader elected or appointed by the Board of Directors may be removed by the Board of Directors, upon the vote of two-thirds of the Directors then in office, whenever, in its judgment, the best interests of the Association would be served thereby, but such removal will be without prejudice to the contract rights, if any, of the officer so removed.

SECTION 7. Vacancies. Unless otherwise provided in these Policies and Procedures, a vacancy in any leadership position because of death, resignation, removal, disqualification or otherwise, may be filled first by the Chair-Elect or second by a member of the Faculty Council for the un-expired portion of the term.

ARTICLE II. FACULTY ASSEMBLY MEMBERSHIP

Any NASPA member may elect to be a part of the Faculty Assembly by indicating interest on their membership profile. The association encourages all those involved in graduate preparation to join the Faculty Assembly, including: full-time faculty members either on the tenure track or tenured; clinical faculty; faculty who are full-time student affairs administrators involved in teaching or supervision of graduate level students; adjunct faculty; and doctoral students planning a career in graduate preparation.

ARTICLE III. FACULTY COUNCIL MEMBERSHIP

The Faculty Council shall consist of 17 members:

- Chair
- Past-Chair or Chair-Elect²
- 7 Regional Representatives
- 1 Member of the Faculty Fellows
- 3 Members at Large
- 1 Member representing NASPA Media/Editorial Outlets
- 1 Graduate Student Representative
- Web Editor
- Secretary/Archivist

Ex-Officio Members to the Faculty Council

- Faculty Representative to the Annual Conference Committee

SECTION 1. Regional Faculty Council Membership. Each Regional Director appoints a faculty member to the Faculty Council in consultation with the Faculty Council Chair. Appointees must be a Faculty Assembly member in good standing from the electing region at the time of election and throughout the two-year term. Please see the NASPA Bylaws for the current regional breakdown.

SECTION 2. Faculty Council Members at Large. Two Council Members at Large are selected through open application and shall be recommended by a sub-committee of three current Faculty Council

² Based on the four year appointment cycle of Faculty Council Chairs (one year as chair-elect, two years as chair, and one year as past-chair), the positions of chair-elect and past-chair alternate annually on the Faculty Council membership roster.

members. The Faculty Council, through consensus, accepts or rejects the recommendations of the sub-committee. One member at large is appointed by the Faculty Council Chair.

SECTION 3. Faculty Fellow. The Faculty Fellow representative to the Faculty Council is appointed by the NASPA Faculty Fellows.

SECTION 4. Additional Faculty Council Members. The Faculty Council appoints NASPA Faculty Assembly members to fulfill specific duties in support of the Faculty Assembly and Council. These roles include: 1) Web Editor, 2) the Secretary/Archivist, 3) NASPA Media/Editorial Outlets Representative, and 4) Graduate Student Representative. Whenever possible these members are selected through open application and shall be recommended by a sub-committee of three current Faculty Council members. The Faculty Council, through consensus, accepts or rejects the recommendations of the sub-committee.

SECTION 5. Faculty Representative to the Annual Conference Committee. The Faculty Representative to the Annual Conference Committee is an ex-officio member of Faculty Council and does not have voting privileges on the Council. The Chair of the Annual Conference Committee appoints the faculty representative in consultation with the Chair of the Faculty Council.

SECTION 6. Terms for Faculty Council Members.

a) Regional Faculty Council Representatives are appointed for two year terms (appointment years are staggered), which may be renewable upon the recommendation of the Regional Director and Faculty Council Chair.

Regional Faculty Council Representatives (One Member Per Region)

Region 1: even-numbered years

Region 2: odd-numbered years

Region 3: even-numbered years

Region 4E: odd-numbered years

Region 4W: even-numbered years

Region 5: odd-numbered years

Region 6: even-numbered years

b) The following Faculty Council Members are appointed for two year terms (appointment years are staggered)

Member at Large (2): Odd-numbered years

Member at Large (1): Even-numbered years

Graduate Student (1): Odd-numbered years

Media/Editorial Outlets Representative (1): Even numbered years

Secretary/Archivist (1): Odd numbered years

Web Editor (1): Odd numbered years

Faculty Fellow Representative (1): Even-numbered years

SECTION 7. Duties of Faculty Council Members. All members of the Faculty Council are expected to:

- Attend monthly conference call meetings
- Attend the annual conference and activities of the Faculty Council and Faculty Assembly
- Write one blog post per year
- Lead/facilitate and/or participate in at least one activity or project of the Faculty Council or Assembly per year.

In addition, the following duties are specific to the representative role on the Faculty Council.

Regional Faculty Council Representatives: Represents the interest of program preparation faculty and actively participates in Regional Advisory Boards. Represents their region and its interests in the Faculty Council and Faculty Assembly activities. Participates in the work and activities of the Faculty Council, leading at least one initiative per year. Regional members serve at the discretion of the Region Director and may have specific duties in addition to those listed above.

Faculty Council Member at Large: Represents the interests of the Faculty Assembly to the Faculty Council. Participates in the work and activities of the Faculty Council, leading at least two initiatives per year.

Media/Editorial Outlets Representative: Represents the interests of the Faculty Assembly and acts as conduit of information to the various NASPA media boards and Director of Publications. Participates in the work and activities of the Faculty Council.

Web Editor: Responsible for maintaining, supporting, and promoting Faculty Council initiatives through all web-based media, including social media.

Secretary/Historian: This appointee is responsible for taking minutes as a part of all meetings (electronically and in-person), providing those meeting minutes to all appropriate channels, and archiving all minutes and other important documents for future members. The Secretary/Historian will also report valuable information to the NASPA Historian and the History Advisory Committee.

Faculty Representative to Annual Conference Committee: Represents the interest of the Faculty Assembly in the planning and implementation of the annual conference. Participates in the meetings and work of the annual conference committee. Attends Faculty Council meetings as an ex-officio member. Collaborates with the Faculty Council member designated as co-chair of the scholarly paper sessions to manage the scholarly paper submission and selection process for the annual conference.

SECTION 8. Voting Members. All members of the Faculty Council are eligible to vote. Voting guidelines are in Article IV. Faculty Council Meetings and Procedures.

Section 9. Faculty Council Nominations Committee: The Faculty Council Chair will annually appoint a nominations committee comprising three current Faculty Council Members. The nominations committee is responsible for nominating Faculty Assembly members to fill the following Faculty Council positions (e.g., two Members at Large, Web Editor, Secretary/Archivist, NASPA Media Representative, and Graduate Student Representative). Faculty Council will vote through consensus to accept or reject the recommendations of the sub-committee.

ARTICLE IV. FACULTY COUNCIL MEETINGS AND PROCEDURES

SECTION 1. Annual Assembly Meetings. There shall be an annual meeting of the Faculty Assembly at the national conference. This meeting will focus on the needs of faculty, graduate students, and other educators and individuals who have a professional interest in student affairs and higher education. The Faculty Council's role in programming at the annual conference is found in Article V: Programming.

SECTION 2. Monthly Faculty Council Meetings. Pre-scheduled monthly meetings of the Faculty Council members shall be mutually agreed upon. These meetings will take place via web and teleconference technology.

SECTION 3. Quorum. At the monthly Faculty Council meetings, a quorum shall consist of a majority of the voting members of the Council. If there shall be less than a quorum present, a majority of those present may adjourn the meeting without further notice. The Faculty Council can proceed with electronic voting of important issues between scheduled meetings and with electronic proxy votes as outlined in the NASPA Bylaws.

ARTICLE V. PROGRAMMATIC RESPONSIBILITIES

SECTION 1. Overview. The Faculty Council, by virtue of its mission, provides several programming opportunities for its constituents. The goals of the Council include serving and supporting the needs of faculty in graduate preparation programs, as well as graduate students, educators and individuals who have a professional interest in student affairs education. See the Faculty Division Webpage for a list current programs or initiatives.

ARTICLE VI. ADDITIONAL PROVISIONS

SECTION 1. Non-Discrimination. The Faculty Assembly and Council does not discriminate on the basis of race, color, national origin, religion, sex, age, affectional or sexual orientation, gender identity and expression, or disability in any of its policies, programs, and services.

SECTION 2. Member Resolution Process. A member resolution is an instrument expressing the opinion, will, and intent of the members of the Faculty Assembly. The Faculty Council bears the responsibility to deliberate on approved resolutions and to report their disposition to the delegate body.

The procedure for submitting resolution proposals is as follows:

- A draft of a proposed resolution, agenda item or action may be submitted in writing to the Chair prior to any meeting of the Faculty Council.
- Resolutions may be presented to the membership from the floor under "new business" during the annual business meeting.

SECTION 3. Amendment. These policies and procedures may only be amended by the affirmative vote of two-thirds of the Faculty Council.