

**University of Northern Colorado
FPAC Bylaws**

- A. **Name:** The name of this committee shall be: Faculty Perceptions of Administrators Committee (FPAC).
- B. **Membership:** FPAC shall consist of one (1) full-time faculty member from each college and the University Libraries appointed by the Senate chair and confirmed by the Senate.
- C. **Terms of appointment:** All committee members shall be appointed to two (2)-year terms. One-half (1/2) of the committee representation shall be appointed each year.
- D. **Meetings of the committee:** The time and place of the committee's first meeting of the fall semester shall be determined by the Faculty Senate chair. One-half (1/2) of the committee membership shall constitute a quorum.
- E. **Committee leadership:** At its first meeting each year, the Committee shall elect a chair and vice chair to each serve for a term of one (1) year.
 - 1. The chair will: **a)** call and run meetings, and **b)** report orally to the Faculty Senate on the committee's current activities.
 - 2. The vice chair will: **a)** serve as chair in the absence of the chair; and **b)** record meeting minutes as necessary.
- F. **Responsibilities of the committee:** The responsibilities of the FPAC are to:
 - 1. Promote a robust culture of shared governance between faculty and university administration.
 - 2. Conduct the Faculty Perceptions of Administrative Offices Survey during spring semester of the academic year.
 - 3. Compile the results of the survey and submit them to the Faculty Senate.
- G. **Faculty Perceptions of Administrative Offices Survey**
 - 1. **Purpose:** The purpose of the survey is to provide faculty the opportunity to share anonymous feedback on the work being done by administrative offices in the division of academic affairs and the office of the president. The feedback is collected to improve collaboration between faculty and administration in their work of shared governance. The survey is the primary formal mechanism the Senate uses to solicit feedback from the faculty.
 - 2. **Process:**
 - a. The survey shall be distributed to all members of the voting faculty *early in the Spring* semester of each year using the University's survey collection software. The survey will remain open for two weeks.
 - b. Each member of the voting faculty will receive a personalized survey link, to prevent duplicate responses. In the survey, each respondent will identify their home college and their graduate faculty status. However, no

identifiable information will be recorded from survey recipients, to ensure responses are anonymous.

- c. Upon closing of the survey, the FPAC shall compile and summarize the responses received in a report. The summary report will be presented at a Faculty Senate meeting before the end of the Spring semester. Upon approval of the Faculty Senate, the report shall be published on the Faculty Senate website.
- d. The complete, unaltered responses, sorted by the college of the responding faculty member, will be made available to members of the Faculty Senate Executive Committee and appropriate administrators, and are to remain confidential. Specifically, each dean shall receive the complete feedback on their office from faculty in their college, the dean of the graduate school shall receive the complete feedback on their office from all faculty holding graduate status, and the provost and president shall receive the complete responses from all faculty.

3. Survey Areas:

- a. Questions on the survey will address the effectiveness of each college, the graduate school, the division of academic affairs (the Office of the Provost), the upper administration (the Office of the President), and the Faculty Senate.
- b. For questions relating to a particular college, only faculty within that college will be asked to provide responses. Questions relating to the graduate school will only be delivered to those holding graduate faculty status.

4. Survey Questions:

- a. Questions shall be written, not to evaluate individuals, but with the goal of soliciting feedback regarding strengths and opportunities for improvement for each administrative office.
- b. For each office (dean, provost, president, faculty senate), there will be at least three questions: soliciting feedback about what the office does well, feedback about how the office could improve, and general comments.
- c. The precise wording of the questions shall be determined each year by the FPAC.

H. Bylaws: FPAC shall maintain a current set of bylaws, approved by the Senate. These bylaws may be amended at any regular or special meeting of the committee by a two-thirds (2/3) vote, provided that previous notice of the amendment was given to all members at least eight days in advance.