

## OBJECTIVES FOR A FACULTY ADVISORY COUNCIL

### Major objectives are:

1. To improve school-wide communications by serving as a feedback loop so that problems, concerns, and issues of any member of the faculty may be addressed in a positive, non-threatening and sincere manner.
2. To provide a structured and systematic process for involving the faculty in the decision-making process.
3. To serve as a “sounding board” for the principal for testing new ideas regarding potential changes in day-to-day operational procedures.
4. To work collaboratively with the principal in making recommendations for needed changes.
5. To become proactive and addressing potential issues before they become problems or issues.

### Suggested Guidelines:

1. All faculty members who are not involved in a formal leadership role are eligible to serve.
2. Members to be elected by the total faculty through an annual election.
3. Individuals will serve for a three year term. However, in year one, one third will serve for one year, another third for two years and one third for three years. Individuals may serve more than one three year term. *(Some schools prefer a two-year term.)*
4. The number of members will depend upon the size of the faculty. In elementary schools, the size may range from 6 to 9 members. In secondary schools the membership can range from 7 – 11.
5. The Faculty Advisory Council will meet two times per month on a regular schedule.
6. To assist the FAC in functioning effectively, the following roles and responsibilities will be established:
  - a. Co-chairperson
    - The principal or his/her designee
    - Faculty co-chairperson to be selected by the team
  - b. Recording Secretary to record and distribute the minutes.
  - c. Process Observer or Observers to assist the team in following the established ground rules.
7. Agenda items should be submitted to either of the co-chairpersons or the recording secretary 48 hours prior to the meeting. If the school is using the “Problem Analysis Form” to surface concerns, these forms may be submitted to any member of the committee and that member will add the item to the agenda.
8. The agenda should be distributed to members 24 hours prior to the meeting. New or emergency items may be added to the agenda at the meeting with a majority vote.
9. Minutes to be distributed within 24 hours after the meeting. A record of these minutes will be maintained by the Recording Secretary.