

FACULTY ADVISORY COUNCIL

PURPOSE OF THE FAC

The purpose of the Faculty Advisory Council (FAC) is to provide unit members with a vehicle through which concerns, questions, or problems can be addressed with the building administration.

The FAC, by contract, must be established in every work site where the PGCEA bargaining unit is represented.

The FAC, and the problems and concerns raised by the body, must be dealt with in an expeditious manner by the building supervisor, most often the principal. **The FAC cannot be ignored, put on hold, or incorporated into another committee.**

COMPOSITION

The make up of the FAC is specifically outlined in the contract as follows:

1. The Head PGCEA Rep., who will serve as chair;
2. A group of unit members (teachers, counselors and specialists are **included**; administrators, and support personnel are **excluded**) elected by the faculty at the rate of for every ten (10) unit members or portion thereof. No FAC shall be comprised of less than 5 members.

ESTABLISHING THE FAC

- * Elect PGCEA Building Representative
- * PGCEA Rep serves as FAC Chair
- * Election is held to elect members to the FAC
- * Prior to September 15 the FAC must be organized and meet for the first time
- * First order of business should be the election of a secretary. PGCEA recommends this be accomplished by election rather than nomination
- * During the first meeting a methodology for the committee to operate should be established. This should include a calendar for scheduled meetings
- * Your PGCEA Representative is available to assist in the operation of the FAC

PRINCIPAL

The Principal. is no longer a member of the FAC as he/she is not in our bargaining unit. However, in order for the FAC to be successful, open communication between the FAC and the principal is essential. There is nothing to preclude the FAC from the FAC to invite the principal to attend a meeting.

WHAT THE FAC IS

In practice, the FAC is designed to be a forum for discussion of all topics of interest to unit members.

The FAC is a vehicle by which regular communication with the principal can be established and maintained.

The FAC, when working properly, takes the problems out of the faculty lounges and places them squarely on the table for discussion and ultimate resolution.

WHAT THE FAC IS NOT

The FAC is **not** designed to circumvent the grievance procedure if there appears to be a contractual violation. Questions of this type should be brought to the attention of the PGCEA for guidance and assistance.

The FAC is **not** designed to be a forum for members to voice individual problems, except as they affect the school community as a whole.

FAC ROLES

CHAIR-PERSON

The Chair-person has the responsibility for the overall operation and control of the FAC. The success of the Council will be determined by the Chair-person's ability to coordinate and direct the work of the Council. Specific duties should include:

1. Receiving items to be placed on the Agenda;
2. Giving proper voice of each meeting;
3. Chairing each meeting and maintaining proper order;
4. Establishing and maintaining an open working relationship with the principal;
5. Keeping unit members informed about FAC actions.
6. Work cooperatively with PGCEA in resolving problems.

SECRETARY

The specific duties of the secretary are as follows:

1. Distributing agendas to all unit members;
2. Keeping an accurate record of all FAC meetings;
3. Distributing minutes to all unit members;
4. Sending a copy of the FAC roster to PGCEA.

MEMBER

The role of a member of the FAC is:

1. To discuss and vote on all items brought before the FAC;
2. To be supportive of decisions made by the FAC.

FAC TOPICS

There are contractually several topics the FAC must discuss and take under advisement. These are:

1. Certification of teacher attendance
2. Procedures for assuring equitable duty loads
3. Procedures for the collection and transmittal of student monies
4. Scheduling or use of copier
5. Policies for use of facilities by faculty after school hours
6. Designating areas students may be sent for disciplinary purposes
7. Requests for additional staff and adjustment of class size
8. Smoking policy in the school

Other topics that may be discussed are:

1. School operating budget and procedures
2. Curriculum development
3. Scheduling of meetings
4. Instructional programs
5. Budget requests
6. Other areas of professional concern

FAC PROCEDURES

These procedures should be employed to ensure a smooth meeting:

1. Topics of discussion should always be brought to a vote.
2. Even if the administration is in apparent disagreement with a particular topic the matter should be fully discussed by the FAC.
3. Place your concern in writing to the principal and demand that a formal written response be provided in return.
4. Topics should never be discarded by the FAC.
5. Communication with the members is the key. It is important that the administration know that the faculty will be kept apprised of decisions rendered.
6. Any action on recommendations should be reported on the agenda of the subsequent meeting and the principal will inform the FAC of the rationale for the action (or inaction).

WHO CAN ATTEND FAC MEETINGS

The FAC Chair-person should encourage all unit members to attend FAC meetings when a topic relevant to their concerns is being addressed. Unit members should be allowed to participate in the FAC meetings when called upon by the Chair-person to do so. Only members of the FAC are allowed to vote.

WHO TO ELECT TO THE FAC

The key to having an effective FAC is to elect strong individuals who are not afraid to speak for members of the unit. The individuals elected should be representative of all unit members in the building.

TIPS

FOR DEALING WITH YOUR PRINCIPAL

The FAC should be viewed by the administrators and teachers alike as a creative opportunity to foster teacher involvement and to solve problems in a constructive fashion.

The following guidelines are prepared with these objectives in mind.

1. The FAC should select a chair-person who is respected both by the teachers at the school and the school administration.

2. The FAC should be open and make a concerted effort to ascertain the needs of the teachers. There are several techniques which can be used to obtain this goal.

- (A). Surveys
- (B). Questionnaires
- (C). Building Meetings

- (D). Department Meetings
- (E). Faculty Discussion
- (F). FAC Suggestion Box

3. The FAC should prioritize issues to be discussed and ultimately submitted to the Principal

4. Prepare in advance for discussions with the principal. After scheduling the meeting in advance keep these concepts in mind.

- (A). Often it is advantageous to have two individuals representing the FAC.
- (B). Select one person - usually the chair - to act as spokesperson.

(C). Select one person - usually the second person in attendance - to act as recorder. Keep accurate and detailed records. Use of a tape recorder is not advised.

(D). Control presentation and use your best teaching skills in making the presentation. Show evidence of faculty support for ideas.

5. Atmosphere of sessions with principal should be collegial

(A). A informal, friendly atmosphere is usually the best.

(B). Don't allow sessions to generate into a verbal slugfest. **KEEP ON THE TOPIC. DO NOT LOSE YOUR TEMPER.**

(C). Remember, your goal is to foster a creative process to solve problems. Your abilities are to represent the teachers at your school. Your personal feelings put aside.

(D). View the meeting ~with the principal as one step in a process. If the issue is not resolved to the satisfaction of the faculty, additional steps may follow.

(E). Keep PGCEA and your faculty aware of the entire proceedings.

is not confrontational.