Mission Statement and Charter:  
Faculty Excellence Committee (FEC)

MISSION

The Faculty Excellence Committee (FEC) serves The Citadel faculty through:

1. the development of guidelines for sabbatical proposals and the recommendation of deserving proposals for funding from The Citadel Foundation through the college, and
2. the development of guidelines for annual faculty awards and the recommendation of deserving faculty for such awards in the areas of

   a. Teaching  
   b. Scholarship  
   c. Service and  
   d. New Faculty

CHARTER

I. Membership

A. Representation

Membership for FEC is restricted to tenured faculty members with each department or school represented when possible.

B. Tenure

Academic faculty members serve staggered three-year rotating terms to ensure membership continuity. An academic faculty member may request a second consecutive term; no faculty member may serve on the committee for more than six consecutive years. If a faculty member cannot complete a term, the Executive Committee will select another member to fill the un-expired term. Time spent filling the term of another faculty member will not count toward the "six-year rule" outlined above.

II. Structure

A. Chair
The committee shall have a Chair selected by committee vote at an organizational meeting held at the beginning of each calendar year. The terms of the Chair last until the next election. A member may not serve as committee chair for more than three consecutive years. The Chair is responsible for scheduling and presiding over committee meetings, and representing the committee before outside bodies.

B. Communications Coordinator

A Communications Coordinator will be elected along with The Chair. This individual will be responsible for minutes, vote collection and tabulation, and maintenance of online committee information. The terms of the Communications Coordinator last until the next election.

C. Senate Liaison

The committee shall have at least one member who is a sitting senator on the Faculty Senate. This person will coordinate pertinent information to and from the Faculty Senate. The member may bring the committee reports and actions to the Senate, or bring another committee member to do so.

D. Subcommittees

The committee may form subcommittees from within the committee to perform specific tasks.

E. Meetings and Attendance

The committee must meet at least twice during the calendar year (once in the Spring and once in the Fall) in addition to meetings related to the application process. The Chair must hold a meeting if requested in writing by at least one-third of the voting members. A quorum (simple majority) consists of one-half of the voting membership.

Members are expected to attend meetings of the FEC or send a representative from their school or department. If a member does not attend at least 50% of meetings, The Chair will contact the committee member’s department head or dean and request a replacement or compliance.

III. Activities

A. General Activities

Information

The committee gathers, analyzes, and disseminates information relevant to the sphere of interest contained in this charter. It is authorized to gather information by means of:
1. direct request to a college administrative department or activity, an academic school or department, another standing committee, or any group or association of Citadel faculty, staff or students,
2. the development and use of questionnaires and surveys, and/or
3. the use of previously published information.

The committee analyzes information through the compilation of written material or other established methods. The analysis may provide the college with information pertinent to a particular issue, or it may substantiate a recommendation for administrative action.

The committee disseminates information by means of:

1. a response (report) to a school, department or committee based upon a request for information,
2. reports generated from within the committee, and/or
3. periodic status reports to the college as specified in this charter.

### A1. Annual Report

The committee will prepare an annual report summarizing the committee’s activities over the previous academic year. The report must include all non-confidential decisions of the committee. Copies of this report, both in hardcopy and in electronic form, will be made accessible to all Citadel faculty, staff and students.

### A2. Other Reports

The committee is responsible for disseminating non-confidential reports to The Citadel community. Committee reports shall be made available on-line. Reports may contain recommendations or proposals. For the purposes of gathering information (see above), all reports are to be considered published information.

### A3. Tasks

The work of the committee consists of a series of tasks involving gathering, analyzing, and disseminating information. The committee assumes tasks through the following means:

1. Completing tasks as articulated in the Specific Activities section of this charter.
2. Completing reports which include information requested by an administrative department or activity, an academic department, another committee, or the Faculty Senate. Requests
of individual faculty members must be made through the Faculty Senate. Students and other individuals may not assign a task to the committee except through one of the aforementioned bodies.

3. Tasks can be generated from within the committee. Any committee member may request that the committee study a topic or issue within its sphere of interest. The committee may also develop its own long-range projects or studies as part of its ongoing mission.

B. Specific Activities

SABBATICAL PROPOSALS

FEC serves the faculty's professional growth through the development of guidelines for sabbatical proposals and the recommendation of deserving proposals for funding through the college or The Citadel Foundation (TCF).

Using criteria and standards which are uniformly applied and which fully comply with EEOC principles of evaluation, the Committee evaluates and makes funding recommendations to The Provost and Dean of The College following procedures developed by the committee.

A. Each academic year the committee:
   o Develops guidelines for the submission and the evaluation of sabbatical proposals in conjunction with the Office of the Provost.
   o Solicits applications for sabbaticals by the distribution of a formal request for proposals to the faculty. This request will include information on eligibility, criteria, application procedures, and evaluation procedures.
   o Reviews and evaluates each proposal based on the published criteria in the faculty manual. Evaluations with accompanying justifications will be forwarded to the Provost. In the event that the Provost disagrees with the evaluations of The Committee, the Chair will meet with the Provost in an effort to resolve the disagreement. If no agreement is reached, the final decision will be made by the Provost.

B. The Chair of FEC, through the Office of the Provost, will request reports from all sabbatical recipients to be submitted within 90 days after the end of the sabbatical. These reports will be kept on file in the Office of the Provost and will be available to all members of The Citadel. Moreover, the committee will request that faculty members receiving sabbaticals update their curricula vitae on the school website.
C. A person requesting a sabbatical cannot serve on the committee during the fall of their sabbatical submission. In the event that the spouse, a relative, or another person with a close affiliation to a committee member submits a proposal, the member will resign and request to be replaced by the Faculty Senate.

D. Deliberations of the committee and discussions of sabbatical proposals are confidential. Proposal information is treated in accordance with the requirements of Public Law 93-579, the Privacy Act of 1974. Except for summarized data which do not contain individual identifiers of any kind, information provided by the faculty member for publication in the Directory of Faculty Scholarly Activities, and reports to The Citadel administration to support funding recommendations, the privacy of applications is protected at all times.

**ANNUAL FACULTY AWARDS**

A. FEC will review and determine recipients of faculty awards as follows:

1) The Excellence in Research Award will be based on scholarly accomplishments over the past five years.

2) The Excellence in Teaching Award will be based on teaching, learning and curriculum accomplishments over the past five years.

3) The Excellence in Service Award will be based on the nominee’s service over the past five years. Service to the College, to one’s academic discipline, to the community, and to students will all be considered.

4) New Faculty Awards will be granted to tenure-track faculty at the Assistant Professor level. The award will focus on all three areas of teaching, research, and service evaluated on accomplishments of the past three years.

B. In the event that the spouse, a relative, or another person with a close affiliation to a committee member receives a nomination, the member will recuse oneself from voting on the nominee in question. A committee member nominated for an award will recuse oneself from voting on his/her own nomination.

**IV. Autonomy**

To ensure the efficiency and quality of committee work, the committee is granted a degree of autonomy over its own operations. Upon receiving a request from another college body, the
committee will vote to accept or to reject the request. A request for information can be rejected for the following reasons:

1) The request is unclear. The Committee Chair will ask the requesting body to clarify any ambiguities and resubmit the request.

2) The committee's workload is currently too great to perform the task in the requested time frame. The Chair will return the request and suggest a date for re-submittal.

3) The task falls outside the scope or sphere of interest of the committee. The Chair will ask the requesting body to either submit the request to another committee or (if the task falls within the scope of more than one committee) to divide the task among the appropriate committees.

4) The committee does not have the resources or the authority to complete the task. The Chair will explain which parts of the task cannot be completed, and the requesting body may resubmit a modified request.

V. Amending the Charter
FEC may modify its charter in consultation with the Executive Committee. Proposals for changes to the committee charter will be submitted to the Executive Committee, which negotiates the changes with the standing committee and with any affected administrative departments. Consensus requests are forwarded to the Faculty Senate for approval. In case of a lack of consensus, competing proposals may be sent to the Senate for resolution.