

BYLAWS OF THE COMMITTEE ON EXCELLENCE IN TEACHING
ARTICLE I: Functions

- A. The Committee on the Excellence in Teaching is a university standing committee whose purpose is to promote excellence in teaching, provide high quality professional development in conjunction with the Center for Teaching Excellence, and develop, review, and promote policies and programs within the University that will support and enhance teaching and learning.
- B. To assist in the promotion and implementation of activities and programs planned by the Center for Teaching Excellence.
- C. To make recommendations to and report findings to the Faculty Senate and Provost for teaching and learning standards and criteria for implementation and funding of programs and projects related to excellence in teaching at LMU.
- D. To make recommendations to the President or his or her designee for the appointment of the Director for the Center for Teaching Excellence.
- E. To make recommendations to the Provost concerning the duties, evaluation, and reappointment of the Director for the Center for Teaching Excellence.
- F. To oversee the course approvals process for online/hybrid courses so as to ensure that colleges and schools are meeting the minimum university standards; to periodically review the definitions of online/hybrid programs, online/hybrid courses, and the course approvals process; and to manage technology-related faculty development programs and grants.
- G. To make recommendations for the procedure and selection of the Part-Time Faculty Distinguished Teaching Award to the Provost.
- H. To oversee the implementation and operation, and the ongoing review and revision of the Academic Honesty Policy and Procedures; and to review the annual Provost report and aggregate data to identify patterns of academic dishonesty.

ARTICLE II: Members

- A. The Committee has seven voting members, six selected from the full-time faculty, with one representative from each of the colleges/schools of the University, plus one part-time faculty member. The Committee includes two non-voting ex officio members: the Director of the Center for Teaching Excellence and the Special Assistant to the Provost for Technology-Enhanced Learning.
- B. Members of the committee are appointed by the President of the University upon recommendation of the Faculty Senate as advised by the Committee on Committees.
- C. Terms are for three (3) years commencing at the beginning of the academic year. Members may be re-appointed, but may not serve three consecutive terms.

D. Members who are on a one semester sabbatical or leave of absence may continue their terms and simply not participate in Committee activities during their sabbatical or leave. Members who are absent from the Committee for more than one semester will be replaced by a new member. The Chair of the Committee may ask the Committee on Committees to appoint a temporary replacement for members who are on a one semester sabbatical or leave of absence or to appoint a permanent replacement if needed. The Committee may nominate temporary or permanent replacements.

E. Any member of the Committee who wishes to submit an application or a proposal for a grant to the Committee will not participate in any Committee activities which involve the consideration of grants or awards for which that member is applying.

ARTICLE III: Officers and Duties

A. The Chair of the Committee is appointed by the President of the University upon the recommendation of the Committee and the Faculty Senate.

B. The Chair may be any continuing member of the committee.

C. The Chair shall convene meetings as needed, prepare agendas and minutes, and preside at meetings.

D. In addition, the Chair shall convene the Committee for the purpose of approving faculty development grants.

E. Annual reports will be sent to the Provost, Deans, the Faculty Senate, and the Director of the CTE.

F. The Chair serves a one-year term, with a maximum of two consecutive terms.

ARTICLE IV: Meetings

A. Meetings are usually held on a monthly basis during the regular academic year.

B. Special meetings are to be held at the request of two or more members of the Committee.

C. The Chair of the Committee, with the approval of three other members, may request the removal and replacement of a Committee member for repeated failure to attend meetings.

D. A quorum for voting consists of four members. All votes require the approval of a majority of the members present.

E. Minutes of meetings will be kept by the Chair and the CTE and distributed to members of the Committee.

F. Meetings are usually held as face-to-face meetings; they may be held as synchronous electronic or hybrid meetings, if so announced with the meeting invitation and all available members have the

electronic or other means to participate in the meeting. During the first meeting of the academic year, the committee will determine its procedures and processes for decision making and discussion.

- G. Minutes of the previous meeting, an agenda for the next meeting, and all major documents to be discussed at the meeting shall be circulated at least two business days in advance of any meeting.
- H. Copies of the approved minutes and all relevant documents of the Committee are archived at the Center for Teaching Excellence.

ARTICLE V: Sub-Committees

- A. Sub-committees, with officers as appropriate, may be formed by the Committee.

Article VI: BYLAWS AMENDMENT PROCEDURES

- A. Amendments to the bylaws may be presented at any meeting of the Committee by any member of the committee including the Director of the CTE, or in advance of the meeting along with the agenda. If amendments are first presented at a face-to-face meeting, they may not be voted on at the same meeting. Notice of any proposed amendment shall be sent in writing, or electronically, to all members of the Committee at least one week before they are voted on.
- B. The vote to approve changes to the bylaws may be taken in person at a meeting or by means of an electronic vote conducted by the Chair of the Committee according to the rules of electronic votes. All members must agree to an electronic vote on a change to the bylaws; agreement may be obtained by the Chair of the Committee by an electronic poll, a face-to-face poll, or a combination of the two.
- C. If the vote is conducted by electronic mail, at least one week must be allowed for the members of the Committee to email their vote. A two-thirds majority of the Committee shall suffice for preliminary approval of an amendment or a revision to the bylaws. The amendment and/or revised bylaws are subject to the approval of the Faculty Senate.

Adopted: November 1991
Revised: November 2000
Revised: April 2008
Revised: May 2011
Revised: February 2012
Revised: December 2012
Revised: April 2016
Revised: October 2017