

# Exceptional Faculty Grant Committee Bylaws

1. **Official Name:** Exceptional Faculty Grant Committee

2. **Mission and Purpose**

The Exceptional Faculty Grant Committee, a standing committee of the Instructional Council, is responsible for determining the allocation of Exceptional Faculty Grant monies to faculty applicants, in alignment with the mission of the college.

The College's Exceptional Faculty Grant provides funding for projects that promote student learning or that develop services that promote student learning. Projects may relate to new or existing programs, courses, or services.

3. **Governance**

The Exceptional Faculty Grant Committee is a standing committee of the Instructional Council. Instructional Council is responsible for approving the committee's bylaws. The Vice President of Instruction is responsible for overseeing the operation of the committee, and will appoint a Dean of Instruction as the Committee Chairperson to conduct the business of the committee.

4. **Authority**

Exceptional Faculty Grant Committee is a standing committee under Instruction, per Administrative Policy 100, Section 100.8; Procedure No. 100.1A.

[RCW 28B.50.841](#) Exceptional faculty awards—Name of award—Duties of institution—Use of endowment proceeds.

5. **Sub-committees**

The Exceptional Faculty Grant Committee has no standing sub-committees. Ad hoc subcommittees from its membership may be established as needed to facilitate the work of the committee and make recommendations for committee consideration.

6. **Membership and Leadership**

The membership of this committee consists of three faculty representatives, one member of the LCC Foundation and one instructional dean. The faculty members are voted upon by the Instructional Council; the LCC Foundation member is recommended by the Foundation Board; the dean is appointed by the Vice President of Instruction and serves as chair of the committee. Faculty terms shall be for two years and are renewable. Terms will be staggered.

7. **Meetings**

Meetings are held once yearly during spring quarter. Additional meetings may be scheduled to conduct committee business if the need arises.

8. **Operating Procedures**

A. A quorum is a simple majority of the members.

- B. A memorandum announcing the application cycle and call for proposals is sent to faculty no later than the first week of spring quarter by the Foundation. Applications will be reviewed by the deans and Vice President of Instruction and prioritized to align with college priorities. The Exceptional Faculty Grant committee will meet and select grant recipients in May, with funding available beginning July 01. An additional fall grant cycle may be initiated contingent on funding.
- C. Exceptional Faculty Fund expenditures begin July 1st and end June 30th. Projects must be completed no later than the end of the upcoming fiscal year, or as designated. Funding must be encumbered by April 15<sup>th</sup>, unless prior approval is obtained by the Foundation.
- D. When the committee is considering requests that include salary, payroll liabilities (i.e. salary/wages/benefits) are to be included in the total amount requested.
- E. Full-time and adjunct faculty members may apply for funding. Members of the Exceptional Faculty Grant committee are not eligible as individual applicants.
- F. Except under unusual circumstances, projects shall not be funded on a continuing basis.
- G. In general, awards are not to exceed \$2,500.
- H. Unencumbered funds will be delegated to the Vice President of Instruction, who may award them for faculty uses that are consistent with the mission of the committee and in compliance with [RCW 28B.50.841](#).
- I. The committee is not responsible for disbursement of funds. The Foundation Accountant will oversee the disbursement process of Exceptional Faculty Grant funds and will delineate the requirements and process for receiving payment.

**9. Relevant Accreditation Standards, Policies, or Publications**

The College's Exceptional Faculty Grant Award is authorized by the State through [the Exceptional Faculty Awards Trust Fund](#). Relevant RCWs include [RCW28B.50.835 – RCW 28B.50.850](#).

**10. Minutes**

The administrative assistant assigned to Exceptional Faculty Grant Committee will record, distribute for approval, and post minutes. Minutes are archived in the Office of Instruction and will be made available on the Exceptional Faculty Grant Committee webpage.

**11. Process for Amendment of Bylaws**

These by-laws may be amended at any time by a majority vote of the membership and are subject to approval by Instructional Council.

**12. Effective Dates and Change Records**

Previous revision: 4/23/2018; Current revision: 5/29/2019  
Approved on 5/7/2019 by Exceptional Faculty Grant Committee.  
Approved on 5/14/2019 by Instructional Council.  
Approved on 5/29/2019 by Executive Leadership Team.