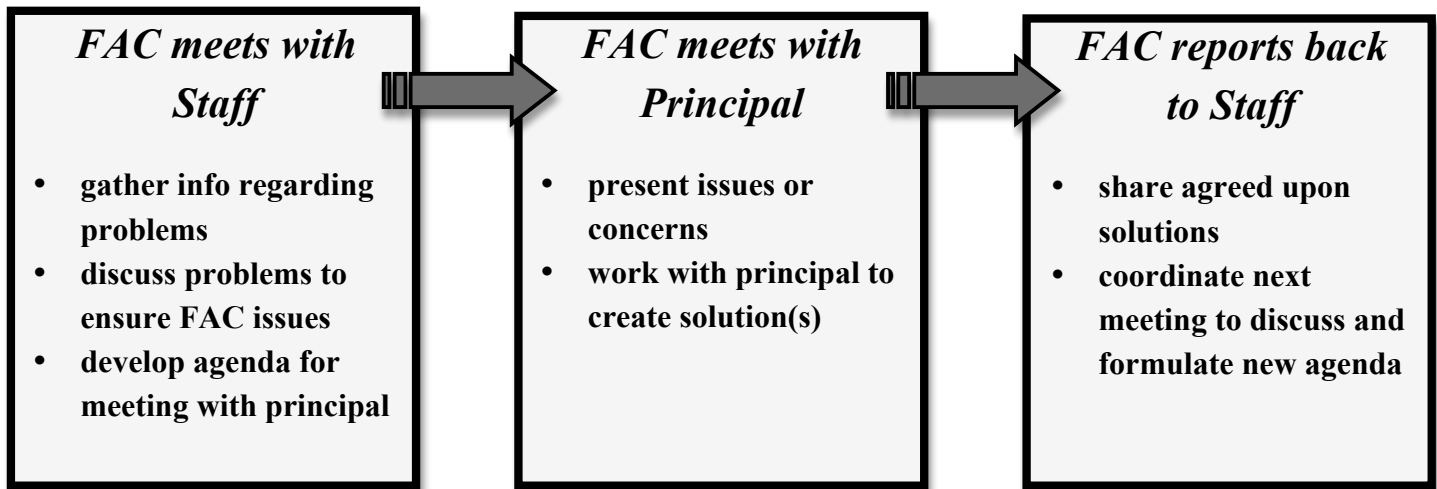


Faculty Advisory Committee (F.A.C.)

Purpose: The FAC is a venue by which faculty members and principals work together to address school-wide problems and concerns in a professional and collaborative manner.



Step 1: Form the Faculty Advisory Committee

- The faculty is responsible for determining who serves on the FAC.
- FAC members are selected by staff consensus or staff election.
- The number of FAC members should be dependent on the size of the school. An odd number of teachers should be selected so there will be no tie votes. In general:
 - Elementary and Intermediate FAC- 3 or 5 members
 - High School FAC- 5 or 7 members or more
- Optimal members are those that are assertive enough to voice staff concerns while being open-minded enough to problem solve.
- Members should also be as representative of the staff as possible (elementary- upper, primary etc.; 7-12- departments/buildings) and have the ability to communicate with as many staff members as possible

Step 2: Develop an FAC Agenda

- Develop a method to ascertain the issues from the staff
 - FAC Box for anonymous notes can be used
 - Direct communication with an FAC member
- FAC Agenda items need to be appropriate FAC issues
 - Issues should affect a number of faculty members or the entire school, not just a single teacher

Faculty Advisory Committee (continued)

- Member issues with other members and contractual issues should not be addressed through the FAC
- These types of issues should be handled directly with the principal with the help of the GGEA Site Representative if necessary
- It is important to keep it limited to appropriate issues, otherwise the FAC will lose its effectiveness
- Principals are also able to put issues on the FAC Agenda. The FAC process flows both from faculty to administration as well as administration to faculty.
- The FAC Agenda should be distributed to the entire staff so everyone is aware of the issues that will be discussed

Step 3: Meet with Principal

Since the FAC represents the faculty, the best strategy is to ensure that all parties:

- Know the issue at hand
- Consider, identify, and examine every possible solution
- Have a chance to be heard
- Respect each other's opinions as valid
- Clarify points they do not fully understand
- Can live with the final decision and speak to its validity

Step 4: Report back to Staff

- It is very important that the results of the FAC meeting are reported to the entire staff. Without this communication, they will not continue to use this venue for issues. Ways to do this include:
 - A follow-up meeting with the staff
 - Typed minutes of the meeting distributed to everyone

Step 5: Repeat

- The FAC is up and running! Continue to have regular meetings to keep the process running smoothly.
- If any obstacles arise, don't hesitate to contact the GGEA Office.

These are recommended guidelines that have proven to work at school sites through the District. Do not hesitate to modify these guidelines to best fit the individual needs of your school.