

# **The Charter of the University Of Baltimore Adjunct Faculty Advisory Council (UBAFAC)**

## **Article I: Designation of Name**

The name of this organization shall be the University of Baltimore Adjunct Faculty Advisory Council (UBAFAC).

## **Article II. Purpose.**

The purpose of the UBAFAC is to represent the interests of all University of Baltimore adjunct faculty with University officials, salaried faculty, and other stakeholders. These interests shall include but are not limited to the following:

- 1) To advocate for Adjunct Faculty at the University of Baltimore (UB) by promoting the highest standards of excellence in teaching, research, and service;
- 2) To ensure the highest standards of reasonable, equitable employment of Adjunct Faculty at UB;
- 3) To ensure the standards of the Meet and Confer guidelines of the University System of Maryland are robustly applied; and,
- 4) To promote professional development for all Adjunct Faculty, as teachers, scholars, researchers, practitioners, or artists.

## **Article III. Membership.**

Membership shall be open to any person who:

- 1) has taught under an adjunct contract from the University of Baltimore within the last five years; or,
- 2) has taught under a different contract from the University of Baltimore within the last five years that did not require the normal duties associated with salaried faculty (i.e., number of courses, committee work) nor received full benefits as salaried faculty.

## **Article IV. Officers.**

The following are the officers of UBAFAC:

- 1) Chair. The Chair shall be responsible for the overall operation of the UBAFAC.
- 2) Vice Chair. The Vice Chair shall assume the duties of the Chair in the Chair's absence.
- 3) Secretary. The Secretary shall maintain records of the UBAFAC as directed by the Executive Council.

## **Article V. Other Elected Officials.**

- 1) University Faculty Senate Representative and Alternate.

## **Article VI. Terms of Office.**

The terms of office for officers and other elected officials is two years. Officers and other elected officials are eligible to run for a second, consecutive term, but may not run for the same office after that second consecutive term until an intervening term has occurred. Notwithstanding the above, officers will serve their terms until their successors are elected.

## **Article VI. Elections.**

- 1) Elections shall normally be held at the annual membership meeting. Voting may be in-person or electronically under the rules established by the Executive Committee and ratified by the membership.
- 2) Special elections may be called by the Executive Committee.

## **Article VII. Governance.**

Normal governance issues shall be handled by an Executive Committee.

- 1) The Executive Committee shall be comprised of the Chair, Vice Chair, Secretary, University Faculty Senate Representative, and a member from each College or School not represented by one of the four previously mentioned positions. The Chair may appoint other members with the approval of the Executive Committee.
- 2) The Executive Council shall meet at least once each Spring and Fall term, and at other times at the call of the Chair. Notice of all such meetings as to date, time, and location shall be advertised in advance and are open to all members. Agendas for each meeting will be published in advance.

## **Article VIII. Annual Membership Meeting.**

An annual meeting shall be held in May of each year.

- 1) All members shall receive at least 10 days notice of the date, time, place, and agenda for the meeting.
- 2) Special membership meeting. A special membership meeting may be called at the request of ten (10) members and will normally occur within thirty (30) days of receipt of a written request by the Secretary. The request shall include the reason for the meeting.

## **Article IX. Amendments.**

- 1) This charter may be amended at the Annual Membership Meeting, or a Special Membership Meeting:
  - a) called by the President after approval by the Executive Committee, or
  - b) if requested by ten (10) or more members.
- 2) All members shall be notified of this call at least thirty (30) days prior to the date of meeting.

**Article X. Transparency.**

- 1) All meetings of any element of this Advisory Committee shall be open to all Advisory Council members.
- 2) All transactions and records of this Advisory Committee shall be available to all Advisory Council members.

Revised: April 15, 2014