

CELT BYLAWS

I. Definitions

A. Director: The Director shall come from the full time teaching faculty. The Director is responsible for establishing an annual plan in collaboration with the CELT Executive Board and ensuring that CELT meets all of its research, planning, organizational development, and program delivery objectives. The Director is the main liaison and partner with the administration and engages in such duties as preparing budgets, providing information for annual reports, writing reports, etc.

B. Executive Board: The Executive Board shall be comprised of eight members, six members of the full time faculty and two of the part time faculty, ideally from a variety of disciplines and divisions. The Executive Board works closely with the Director to establish annual plans, policies, and programs.

II. The Director

A. All full time faculty members of the College community may vote to elect the CELT Director. The election shall take place during the spring semester, on or before March 31st, for the succeeding two academic years. The term of the newly elected Director shall begin at the conclusion of the spring semester following the election.

B. All full time faculty members of the College community may self-nominate or nominate someone else for the Director position. Nomination involves submitting the nominee's name, along with a short statement by the nominee discussing why she or he is running for the chosen position and what she or he will bring to the position, to the designated member of the CELT Election Committee on or before February 28th.

C. In the event that the Director takes a leave of absence or a sabbatical and is unable to fulfill his or her responsibilities, the members of the Executive Board will select an Acting Director for this time.

If the Director is unable to perform her/his duties for any other reason, the sitting Executive Board may select a new Director. The new Director shall begin serving in an official capacity as soon as needed. A vacancy on the Executive Board created by either of these actions shall be filled as described in the section below.

III. The Executive Board

A. All full and part time faculty members of the College community shall elect members of the Executive Board. The election shall take place annually during the spring semester, on or before March 31st, for the succeeding two academic years, beginning the following fall.

B. Full time faculty elected to the Executive Board will serve 2 year terms beginning at the conclusion of the spring semester following the election. There will be 3 full time faculty positions open every year. Part time faculty elected to the Executive Board will serve 1 year terms beginning at the conclusion of the spring semester following the election. There will be 2 part time faculty positions open every year.

C. All full and part time faculty members of the College community may self-nominate or nominate someone else for membership on the Executive Board. The nomination process involves submitting the nominee's name, along with a short statement by the nominee discussing why she or he is running for the chosen position and what she or he will bring to the position, to the designated member of the CELT Election Committee on or before February 28th.

D. In the event that an Executive Board member is unable to perform her or his duties, the Director may fill the position with a qualified person for the remainder of that member's term. This person shall be approved by the remaining members of the Executive Board.

E. In the event that an Executive Board member takes a leave of absence or a sabbatical and is unable to fulfill his or her responsibilities, the Director may fill her or his position for the time that member is away. The remaining members of the Executive Board shall approve this person.

F. If the election of the Executive Board does not yield full membership, the Director may use her or his discretion to decide whether the vacant position(s) must be filled. Depending upon the Director's decision, she or he will attempt to fill the position(s) with a qualified person. This person shall be approved by the remaining members of the Executive Board.

Revised December 15, 2014