

The University of North Texas Health Science Center at Fort Work

Early Career Development Council (ECDC) Bylaws



**Table of Contents**

[**Article I: Name** 3](#_Toc144934614)

[**Article II: Purpose** 3](#_Toc144934615)

[**Article III: Objectives** 3](#_Toc144934616)

[**Article IV: Membership** 3](#_Toc144934617)

[1. General Members 3](#_Toc144934618)

[2. Ex-Officio Member(s) 3](#_Toc144934619)

[3. Vice-Chair 4](#_Toc144934620)

[4. Chair 4](#_Toc144934621)

[5. Past-Chair 4](#_Toc144934622)

[6. Faculty Mentor(s) 4](#_Toc144934623)

[**Article V: Elections** 4](#_Toc144934624)

[A. Positions to be Filled 4](#_Toc144934625)

[B. Eligibility and Qualifications 4](#_Toc144934626)

[C. Timing of Nominations 4](#_Toc144934627)

[D. Selection Process 4](#_Toc144934628)

[**Article VI: Terms of Office** 5](#_Toc144934629)

[**Article VII: Vacancies** 5](#_Toc144934630)

[**Article VIII: Meetings** 6](#_Toc144934631)

[A. Regularity 6](#_Toc144934632)

[B. Minutes 6](#_Toc144934633)

[**Article IX: Amendments** 6](#_Toc144934634)

# **Article I: Name**

This council shall be known as the Early Career Development Council (herein referred to as ECDC) of the University of North Texas Health Science Center at Fort Worth (herein referred to as HSC). ECDC is not a policy mandated committee.

# **Article II: Purpose**

1. The purpose of ECDC shall be to support the success and well-being of early-career faculty.
2. Early-career faculty is defined as any full-time faculty member appointed at the rank of Assistant Professor, Research Assistant Professor, Instructor, or Postdoctoral Fellow/Associate who have held their appointment at that rank for ≤10 years or in the case of Postdoctoral Fellows/Associates at least 1 year.

# **Article III: Objectives**

ECDC will support early-career faculty through:

1. Planning and organizing high-quality general meetings,
2. Providing a method for early-career faculty to foster productive writing habits,
3. Identifying and scheduling activities specific to scholarship, teaching, and leadership,
4. Promoting comradeship, and
5. Facilitating the dissemination of relevant information.

# **Article IV: Membership**

1. ECDC should maintain representatives with a broad range of FTE distributions, including those who are predominantly education, predominantly research, and predominantly clinical.
2. ECDC should maintain at least ONE representative from each school/college within HSC, and no school/college should make up more than ⅓ of ECDC’s representation.
3. ECDC will have the following roles and membership structure:
   1. General Members**:** Any full-time early-career faculty member as defined in Article II, Section B.
      1. Postdoctoral Fellows/Associates must obtain written permission from their faculty mentor before they are eligible to serve on ECDC and must be able to commit to the terms.
      2. Postdoctoral Fellows/Associates will not be a representative of a school/college, rather, they will be a representative of fellow postdocs.
   2. Ex-Officio Member(s)**:** Former General member(s) that was/were recently promoted to Associate Professor.
   3. Vice-Chair**:** Incoming or current General member; may transition to Chair in the following term, if they are willing and able. Postdoctoral Fellows/Associates are not eligible to serve as Vice-Chair.
   4. Chair**:** Current General member who has served at least 1 year; preferably someone who served as the Vice-Chair the previous term. Postdoctoral Fellows/Associates are not eligible to serve as Chair.
   5. Past-Chair**:** Former Chair may be invited by ECDC to transition to the Past-Chair role and serve in an advisory capacity to ensure continuity, if they are willing and able.
   6. Faculty Mentor(s)**:** Full-time faculty member appointed at the rank of Professor at HSC for a minimum of two years.
      1. *NOTE: The Senior Vice Provost for Academic & Faculty Affairs will have a standing position on ECDC as a Faculty mentor regardless of appointment type or duration.*

# **Article V: Elections**

1. Positions to be Filled. The members of ECDC include those roles named in Article IV, Section C.
2. Eligibility and Qualifications.
   1. All General member nominations shall be early-career faculty as defined in Article II, Section B.
   2. All Faculty mentor nominations shall be at the rank of Professor at HSC for a minimum of two years.
3. Timing of Nominations.
   1. All nominations (self or other) for General member positions, the Vice-Chair and Chair positions will be accepted from May through August.
   2. All nominations (ECDC generated) for the Faculty mentor position will be accepted from May through August.
4. Selection Process.
   1. General Members
      1. Each General member, who has a term ending, will either:
         1. Nominate themselves for a second term (if applicable),
         2. Nominate another early-career faculty member, or
         3. Notify their school/college of the open position for nominees.
      2. ECDC will discuss and decide which nominees to invite to join.
      3. Invitations will be sent via email to the nominated early-career faculty members in the summer preceding the fall term.
      4. *NOTE: Assuming equal qualifications, and considering the need for diversity (all classifications), a new General member should be selected over a renewing former General member.*
   2. Vice-Chair and Chair
      1. All individuals interested in either the Vice-Chair and Chair position should self-nominate.
      2. ECDC may also nominate members for the position.
      3. ECDC will discuss and vote to select the new Vice-Chair and Chair.
   3. Faculty Mentor(s)
      1. Agree to serve for a second term (if applicable)
      2. Nominations for the Faculty mentor position will be generated by ECDC.
      3. Invitations will be sent via email to the nominated Faculty mentor in the summer preceding the fall term.

**Article VI: Terms of Office**

Every effort should be made to stagger the terms to ensure continuity. Members have different commitments depending on their role:

1. General members will serve a two-year term based on the fiscal year (September 1). A second term may occur if applied for and accepted by ECDC.
2. Ex-Officio member(s), Vice Chair, Chair and Past Chair will serve a one-year term based on the fiscal year (September 1). The ex-officio member(s) may serve a second term at ECDC’s request, if they are willing and able.
3. Faculty mentors will serve a two-year term based on the fiscal year (September 1). A second term may occur at ECDC’s request, if they are willing and able.

# **Article VII: Vacancies**

In the event a member leaves prematurely, the position will be declared vacant.

1. In the event the Chair’s position becomes vacant, the Vice-Chair shall serve as the Chair until the start of the new fiscal year.
2. In the event the Vice-Chair’s position becomes vacant, the new Vice-Chair shall be selected by a majority vote from a slate of nominated candidates. The new Vice-Chair’s official term will not start until the next fiscal year.
3. In the event a General member’s position becomes vacant, the new General member shall be selected by a majority vote from a slate of nominated candidates. The new General member’s official term will not start until the next fiscal year.

# **Article VIII: Meetings**

1. Regularity. ECDC will meet at least once a month for the transaction of ECDC business. Additional meetings may be called ad-hoc to continue previous work, address new concerns, or meet identified needs. Meeting attendance may be either in-person or virtual.
2. Minutes. Minutes of each regularly scheduled and ad hoc meeting will be maintained in a central location accessible to all members of ECDC.

# **Article IX: Amendments**

1. The bylaws may be amended through the following process:
   1. Amendment Submission**:** Any General member of ECDC may propose an amendment to the bylaws by submitting the recommended edits in writing to either the Vice-Chair or Chair, or by suggesting to amend the bylaws at any meeting.
   2. Amendment Consideration**:** Proposed amendments to the bylaws shall be considered by ECDC.
   3. Amendment Approval: Simple majority of those voting shall be required for passage of any new amendment(s). Once the recommended edits pass by a simple majority of those voting, the amendment(s) are added to the bylaws and go into effect immediately.
2. Upon amendment, the file version (name) will be changed. The file name should include the version, month and year of the current revision, i.e., “ECDC Bylaws v3 – September 2023.” The Chair will email the updated file to a designated person within the HSC Office of Faculty Affairs. The updated file should also be posted on the ECDC webpage by a designated person within the HSC Office of Faculty Affairs.