

# The 5 Ws of FACs for Principals

A guide to your role in the  
Unit 1-led Faculty Advisory Councils



<b>Why?</b>	<ul style="list-style-type: none"> <li>• Keep open lines of communication with Unit 1 body</li> <li>• Improve staff morale by giving educators more agency and voice within the school</li> <li>• Gather input for school-wide procedures &amp; events and solutions to concerns (not always negotiated agreement issues!)</li> <li>• Ensure Unit 1 negotiated agreement is upheld (Article 20)</li> <li>• Let faculty &amp; staff help <i>you</i>!</li> </ul>
<b>What?</b>	<ul style="list-style-type: none"> <li>• Attend FAC meetings or assign Unit 2 designee to attend as non-voting guest</li> <li>• Listen, be open, lean in, look for solutions</li> <li>• Bring procedural and operational concerns to FAC to seek input <ul style="list-style-type: none"> <li>◦ ex: Unit 1 work week; bell, duty, and/or cultural arts schedules; extracurricular activities; school-wide procedures &amp; events <ul style="list-style-type: none"> <li>■ Article 3I, 1c Extra-Curricular Pay Scale</li> <li>■ Article 11, A Required Work Hours (Unit 1 37.5 hr work week)</li> <li>■ Article 18, E Health and Safety Hazards</li> <li>■ Article 10, B Referral of Severe Cases</li> <li>■ Article 11, C Planning Time</li> <li>■ Article 11, G Duty Days</li> <li>■ Article 14, A Duties Not Contributing to Teaching</li> <li>■ Article 16, B4 Department Chairperson</li> </ul> </li> </ul> </li> <li>• Respect council votes, including for executive session</li> <li>• Respond to recommendations in minutes with next steps within 2-4 duty days</li> <li>• Seek guidance, as needed, ex: from Network Assistant Superintendent, Employee Relations, UniServ Director, etc., when unsure on how to respond to concerns, recommendations or regarding FAC procedures</li> </ul>
<b>Who?</b>	<ul style="list-style-type: none"> <li>• Choose the size of the council and inform the FAC Chair <ul style="list-style-type: none"> <li>◦ Consider size of school &amp; ability to represent grade levels, content, &amp; cultural arts/encore</li> </ul> </li> <li>• Appoint minority number of FAC members after FAC election of majority members</li> </ul>
<b>Where?</b>	<ul style="list-style-type: none"> <li>• Easily accessible, central area for all to attend <ul style="list-style-type: none"> <li>◦ ex: library media center, conference room, chair's classroom</li> </ul> </li> </ul>
<b>When?</b>	<ul style="list-style-type: none"> <li>• Incorporate meetings into the regular calendar <ul style="list-style-type: none"> <li>◦ Members on council fulfill committee requirement</li> <li>◦ Schedule during duty hours</li> <li>◦ Does not conflict with planning time requirements or other school obligations</li> </ul> </li> <li>• Call additional meetings with knowledge of chair(s)</li> <li>• Establish opening meeting in August and closing meeting in June</li> </ul>