

# Faculty Organization Executive Officer Duties

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## Chair Duties

### Ongoing

- attend weekly administrative council meetings as needed; report faculty concerns in that venue and also relay relevant information to the Faculty Organization
- send reminders to faculty the Monday prior to a faculty meeting (or delegate to secretary if desired)
- review faculty minute meetings from the secretary prior to their distribution to all faculty
- schedule and organize informal faculty meetings if desired (such as faculty brown bag discussion groups, workshops, etc.)

### Summer

- schedule location and announce faculty retreat if desired
- schedule location and announce first division meetings for the first week or so of the upcoming Fall semester
- schedule locations for the upcoming academic year's faculty meetings
- work with Vice Chair to prepare division election ballots

### Early August

- announce faculty meeting schedule and locations for the upcoming academic year

### September

- assign charges to faculty committees as needed
- charge local Welfare Committee with reviewing campus description for external review for tenure and promotion (must be submitted to Vice Provost by 15 April each year)
- consult with the Lancaster Regional Campuses Faculty Senate Executive Committee member to report Senate Committee assignments to the Vice Provost's office

### March

- determine number of Columbia faculty Senate seats based on our faculty numbers (full time tenure track and tenured faculty only, not including instructors)

### April

- provide revised campus description for external review to the Dean to forward to the Vice Provost, or report that no change in the document was made for this academic year (Vice Provost to be notified by 4/15)
- compile results of Dean's administrative evaluation by the faculty and deliver to the Dean and to the Vice Provost
- report Faculty Organization election results to the Vice Provost's office (be sure to include all faculty currently holding offices, not just newly elected individuals)
- relay Commencement instructions from Admissions regarding regalia and other details

### May

- lead faculty procession at Commencement

## Vice Chair Duties

- preside over faculty meetings if Chair is not available
- meet with other Executive Committee members as needed to prepare for meetings
- prepare ballot for April faculty elections
- prepare ballot for August division meetings
- maintain USC Lancaster Faculty Committee Assignments membership, particularly following the August division meetings, but throughout the year
- update bylaws to reflect any changes approved by the Faculty Organization.
- chair the local Welfare and Grievance Committee, which has the following charges:
  - a) Handle the nominations process for the regional campuses John J. Duffy Teaching in Excellence Award. Divisions should elect a nominee for the award at the first division meeting; the Faculty Organization should vote for two additional nominees (five total nominees).
  - b) Communicate nominations for the John J. Duffy Teaching in Excellence Award to the Regional Campuses Faculty Senate Welfare Committee Chair before **1 December**.
  - c) Review the campus description for external review for tenure and promotion candidates. If any changes are needed, these must be put forward to the faculty organization and approved so that the Chair can provide the Office of the Vice Provost for System Affairs and Executive Dean for Extended University a new description (or notify that there are no changes) by **15 April** each year.
  - d) The Committee may elect to work on additional charges assigned by the Faculty Organization Chair or decided on by the committee.

## Secretary Duties

- attend all faculty meetings and maintain an accurate recording of business conducted
- prepare formal minutes of faculty meetings
- maintain attendance roster for faculty meetings
- coordinate with USCL webmaster to keep Faculty Organization documents current online

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Faculty Organization documents are posted on the disconnected S drive; public documents are also posted on the Faculty Organization website. Minutes are posted in a password-protected link in the Faculty Organization website as well.