

# **ASSOCIATE CHAIR OF THE FACULTY**

*Notes from the Committee on Nominations*

[Last Updated 7/6/2023]

## **INTRODUCTION**

At the core of serving as a faculty officer – and the most interesting part! – is serving as part of a small group of advisors – a “cabinet” as it were – to the Chair of the Faculty. This group (known as the Faculty Officer Group, or FOG) usually includes the three faculty officers, the chair of CUP, and the Faculty Governance Administrator. The members of FOG discuss and consider key issues in the context of, for example, how to most effectively engage with and represent faculty; how to most effectively enhance faculty interactions with students, administration, and others; how to put processes in place to engage a broad range of stakeholders across the Institute in order to ensure diverse perspectives and be able to get buy-in. Because of this, the members of FOG have the opportunity to gain a broad view of the whole Institute. In addition, it is important for faculty officers to want to engage, learn, and participate.

Serving as a member of FOG is the most important part of service as a faculty officer. The specific duties listed below are part of the job, but there are no prerequisites for being a faculty officer.

## **ROLE**

The Associate Chairs of the Faculty work with the Chair in coordinating and guiding faculty business and the work of the various faculty committees. Full duties are outlined below.

## **TERM AND ELECTION**

The two Associate Chairs are elected in alternating years with the Chair of the Faculty. The next Associate Chairs will serve a two-year term from July 1, 2023 to June 30, 2025. One of the Associate Chairs will continue to serve as a member of the Faculty Policy Committee through June 30, 2026. *Which Associate Chair will serve in this capacity will be determined during the spring term of the second year in office.*

The Committee on Nominations submits nominees for faculty officers as part of the slate of nominees for the Standing Committees of the Faculty. The slate is presented at the March Faculty Meeting and voted on at the May meeting. While *Rules and Regulations of the Faculty* allows for an alternate nomination process, it has been exercised infrequently.

## **COMPENSATION**

The Provost provides a \$20K/year scholar allowance (total \$40K) to each Associate Chair.

## **MAJOR RESPONSIBILITIES**

The two Associate Chairs of the Faculty:

- Meet monthly during the academic year with the President, Provost, Chancellor, Chair of the Faculty, Special Advisor to the President, and the Faculty Governance Administrator to

set the agenda for the monthly Institute Faculty Meetings. These meetings are held approximately two weeks prior to each Faculty Meeting. **NOTE:** *Along with FOG, this is one of the most interesting parts of the job: after the agenda is set, the President asks the faculty officers what is on the minds of the faculty, and the discussions that ensue provide insight into the thinking of senior leadership on a wide variety of topics.*

- Attend Institute Faculty Meetings, which are held on the third Wednesday of each month during the academic year, with the exceptions of January (no meeting) and May (meeting is held on the Wednesday of the last week of classes. Meetings run from 3:30 to 5:00 pm.
- Preside at an Institute Faculty Meeting if neither the President nor the Chair of the Faculty is available. *Which Associate Chair will serve in this capacity will be determined on an as needed basis.*
- Perform three duties at the monthly Institute Faculty Meetings:
  - Check for a quorum, and conduct the count for all votes.
  - Serve as parliamentarian; may be called on by the Chair of the Faculty or President to clarify points of parliamentary procedure. The meetings operate under the rules outlined in *Robert's Rules of Order*.
  - Prepare the Faculty Meeting minutes. To aid in the minute-writing process, the Faculty Governance Administrator prepares a preliminary initial draft based on a written transcript. Minutes are sent as an enclosure with the call to the next Faculty Meeting.

*Which Associate Chair will perform which of these duties (and during which periods of the academic year) will be determined on an annual basis.*

- Participate in degree approval. The Faculty Officers are authorized by the Faculty to receive the recommendations of the Committee on Academic Performance (CAP) and the Committee on Graduate Programs (CGP) for the awarding of degrees. Once approved, these recommendations are forwarded to the Corporation. The process is as follows: Prior to each degree conferral date, the Registrar's Office drafts a letter regarding the approved degrees and seeks approval from one of the Associate Chairs\* for the letter to go out under their name. Once approval is received, the Registrar's Office adds the Associate Chair's electronic signature and forwards the letter to the Corporation Office. *\*Which Associate Chair will perform this duty will be determined on an annual basis; this information will be conveyed to the Registrar's Office.*
- Meet weekly with the other Faculty Officers and the Faculty Governance Administrator to coordinate committee business, respond to term regulation requests, and manage other pending issues.
- Participate in Random Faculty Dinners and Lunches, held once/month during the academic year, with the exception of January.
- Take notes at the Random Faculty Dinners and Lunches, to be circulated to: President, Provost, Chancellor, Special Advisor to the President, and Faculty Governance Administrator. *Which Associate Chair will perform this duty during which periods of the academic year will be determined on an annual basis.*

- Attend Department Head lunches, held once/month during the academic year, with the exception of January.
- Meet once a semester with the other Faculty Officers and the chairs and staff to the Standing Committees of the Faculty.
- Meet once or twice a year with each School/College Council, together with the Chair of the Faculty and the Faculty Governance Administrator.
- May be consulted by the Provost, together with the Chair of the Faculty, on complaints related to negative tenure decisions as outlined in [Section 3.3](#) of *MIT Policies and Procedures*.

The Associate Chairs are members of the following committees:

- ***Faculty Policy Committee*** (FPC)  
This committee is considered the senior faculty committee. The committee interprets and implements academic policy as approved by the Faculty, proposes or reviews modifications in policy on their way to the monthly Institute Faculty Meeting (often from other committees), and coordinates much of the Faculty's business, including managing the faculty committee structure. FPC also provides a forum for faculty-administration interaction. FPC meets **on alternating Thursdays from 12:00-2:00pm** during the academic year, with the exception of January. One of the Associate Chairs remains on FPC for a third year. *Which Associate Chair will serve in this capacity will be determined during the spring semester of the second year in office.*
- ***Committee on the Undergraduate Program*** (CUP)  
This committee is responsible for overseeing undergraduate education and meets **on alternating Wednesdays from 12:00-2:00pm** during the academic year, with the exception of January. *Which Associate Chair will serve as a member of CUP will be determined on an annual basis.*
- ***Committee on Graduate Programs*** (CGP)  
This committee is responsible for overseeing graduate education. The committee meets **once a month on Thursdays from 2:00-4:00pm** during the academic year, with the exception of January. *Which Associate Chair will serve as a member of CUP will be determined on an annual basis.*

**Note:** The Chair of the Faculty may also designate additional committees to the Associate Chairs, e.g. the International Advisory Committee, the Council on Belonging, Achievement, and Composition, etc.

## **AVAILABILITY**

Both Associate Chairs must be available to attend:

- **Institute Faculty Meetings:** third Wednesdays from 3:30-5:00pm and reception following
- **Faculty Policy Committee:** every other Thursday from 12:00-2:00pm
- **Agenda-setting meetings:** once/month

*Role of the Associate Chair of the Faculty*

- **Faculty Officer Group meetings:** weekly
- **Random Faculty Dinners and Lunches:** monthly
- **Department Head lunches:** monthly
- **Faculty committee chairs and staff meeting:** once/semester
- **School/College Council meetings:** once or twice/year with each School/College

One of the Associate Chairs must be available to attend:

- **Committee on the Undergraduate Program:** every other Wednesday from 12:00-2:00pm

One of the Associate Chairs must be available to attend:

- **Committee on Graduate Programs:** once/month on Thursday from 2:00-4:00pm