INTRODUCTION
The Chair of the Faculty meets weekly with a “cabinet” of advisors, known as the Faculty Officer Group (FOG). This is the core of faculty officer service – and the most important and most interesting part. 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.

ROLE
The Chair of the Faculty acts as a problem solver, communicator, and community builder in leading the faculty governance system. The primary role of the Chair is as the highest-level representative of the faculty at the Institute. This representation is primarily carried out in meetings of the Faculty Policy Committee, which the Chair chairs, and in the monthly Faculty Meetings, for which the faculty officers, President, and other senior officers set the agenda. Full duties are outlined below.

TERM AND ELECTION
The Chair of the Faculty is elected in alternating years with the Associate Chair and the Secretary of the Faculty. The next Chair will serve from July 1, 2022 to June 30, 2023 as Chair-elect, followed by a two-year term (July 1, 2023 to June 30, 2025) as Chair of the Faculty. As Chair-elect, the nominee will join the Faculty Policy Committee and attend select meetings.

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 three summer months of salary for two summers (i.e., six summer months). This salary may be used only for summer salary. In addition, if the Chair is already receiving summer salary, e.g. through a grant, they will not receive these funds beyond the standard cap on summer salary.

In addition, the Chair receives a $50K/year scholar allowance (total $100K) and has access to $2,000 each year for meeting expenses. Teaching relief may be provided by the Chair’s department, but is not typical. Relief from other departmental and Institute service is typical, and is determined by the Chair’s department.
MAJOR RESPONSIBILITIES

The Chair of the Faculty, with the assistance of the Faculty Governance Administrator:

• Meets weekly with the other faculty officers. The chair of the Committee on the Undergraduate Program typically joins these meetings as well.

• Responsible for the day-to-day functional supervision of the Faculty Governance Administrator.

• Hosts the monthly Random Faculty Dinners/Lunches. The other faculty officers also attend.

• Moderates the all-faculty email list in collaboration with the Faculty Governance Administrator. The Chair of the Faculty has the final authority over distribution of emails to this list.

• Appoints the chairs of all of the Standing Committees of the Faculty, with the exception of the Faculty Policy Committee. The Chair also appoints the chairs of the Killian and Edgerton award selection committees. A list of the faculty committees can be found at https://facultygovernance.mit.edu/committees-and-councils.

• Resolves complaints regarding violations of the regulations that govern the scheduling of exams, assignments, etc. The term regulations are posted at https://facultygovernance.mit.edu/rules-and-regulations#term-regulations-and-examination-policies. The Faculty Governance Administrator assists in this process.

• Plays a key role in managing Institute Faculty Meetings and, in the absence of the President, serves as chair. The Faculty Officers and the Faculty Governance Administrator meet with the President, Provost, Chancellor, and Vice President/Secretary prior to each meeting to set the agenda, which may include periodic reports from the Chair of the Faculty on the activities of the Faculty Policy Committee. Faculty Meetings are most typically held on the third Wednesday of each month during the academic year. Exceptions to this are as follows: (1) There is no meeting in January; (2) the May meeting is held on the Wednesday of the last week of classes; and (3) when the third Wednesday of other months falls on or immediately before a major holiday, the regular meeting is held on either the second or the fourth Wednesday. Meetings run from 3:30 to 5:00 pm.

• Welcomes new faculty at the annual New Faculty Orientation and leads a panel discussion about the transition to faculty life.

• Contributes a regular column to The Faculty Newsletter.

• Submits a report on faculty business for publication in the annual Reports to the President. This includes a summary of the actions of the faculty committees. The Faculty Governance Administrator prepares this document.

• Attends Corporation meetings (held on the first Friday of October, December, and March, and on the last Thursday of May), and may be asked to comment on particular issues by the Chairman of the Corporation or the President. The Chair may be asked to participate in an orientation for new Corporation members. At the end of their tenure, the Chair is invited to give a brief report at the May Corporation meeting.
• Leads a group of honored guests in the Commencement procession and sits on the stage during the ceremony.

• Attends the award ceremony for the Killian Faculty Achievement Award in early spring. The Chair introduces the award winner at the lecture that they give as the Killian Lecturer and attends a dinner for the award winner on or near the evening of the lecture. The only responsibility with regard to the Edgerton Faculty Achievement Award is attending a luncheon in honor of the recipient.

• Attends the annual dinner in honor of faculty who are releasing their tenure lines to move to either post-tenure or emeritus status.

• Attends the annual Institute Awards Convocation to present several awards.

• Consults, at the request of the Provost, and together with the other Officers of the Faculty, on complaints related to negative tenure decisions as outlined in Sections 3.3 and 9.7.4 of Policies and Procedures (http://policies-procedures.mit.edu/). As outlined in Policies and Procedures, the Chair heads an Independent Investigation Panel, whose purpose is to hear complaints of harassment or discrimination that the complainant or respondent believes cannot be impartially resolved at the department or School level.

• Participates in the process to select an Institute Professor (when relevant; generally there are only 12 at any given time). The President, Provost, Chancellor, appropriate Dean, Academic Council, and the Executive Committee are also involved, and the Faculty Governance Administrator staffs the process.

MEMBERSHIP ON COMMITTEES AND COUNCILS

The Chair is a member of the following groups:

• Faculty Policy Committee (FPC)

This committee is considered the senior faculty committee, and the Chair serves as its chair. The committee interprets and implements academic policy as approved by the faculty, proposes or reviews modifications in policy on its way to the 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 to 2:00 pm during the academic year, but not during January. FPC is staffed by the Faculty Governance Administrator.

• Academic Council

This is a weekly meeting of the senior officers who are concerned with the overall administration of the Institute. Academic Council (http://orgchart.mit.edu/academic-council) meets on Tuesdays from 9:30 to 11:00 am.

The Chair sits on two subgroups of the Academic Council:

a) Deans’ Group, chaired by the Provost, addresses educational and academic policy issues. The group includes other members of Academic Council with professorial appointments and the Director of the Libraries. Deans’ Group meets on Tuesdays from 11:00 am to 12 noon, immediately following Academic Council.
b) The **Academic Appointments Subgroup** reviews and votes on all academic appointments brought before the Council. The Chair attends three full-day meetings in January and in April to review promotion and tenure recommendations.

- **Committee on Race and Diversity**
  CRD is a standing Institute committee on which the Chair serves as an *ex officio* member. The Chair may designate one of the other Faculty Officers to serve in her/his place.

- **International Advisory Committee**
  IAC is a standing Institute committee on which the Chair serves as an *ex officio* member. The Chair may designate one of the other Faculty Officers to serve in her/his place.

- **Enrollment Management Group**
  EMG is a standing Institute committee on which the Chair serves as an *ex officio* member. The Chair may designate one of the other Faculty Officers to serve in her/his place.

- **MITx Faculty Advisory Committee**
  The Chair serves as an *ex officio* member. The Chair may designate one of the other Faculty Officers to serve in her/his place.

- **Portia – 2021 note: Portia has been temporarily discontinued**
  Portia is an informal group that meets on Thursday mornings from 8am to 9am to discuss matters pertaining to students. The Chair serves as an *ex officio* member. The Chair may designate one of the other Faculty Officers to serve in her/his place.

- **Corporation Joint Advisory Committee on Institute-Wide Affairs**
  The Chair of the Faculty is an *ex officio* member of the Corporation Joint Advisory Committee on Institute-Wide Affairs (CJAC). The Chair may designate one of the other Faculty Officers to serve in her/his place. CJAC meets in October, December, and March, typically on the Wednesdays prior to a Corporation meeting, from 5:00 – 7:00 pm.

- **Department Heads Meeting**
  This group is chaired by the President and meets for lunch six times during the academic year. Topics are determined by the President. All three Faculty Officers attend.

**Views from Former Chairs**

In 2012, the Committee on Nominations met with former chairs Profs. Sam Allen, Tom Kochan, and Bish Sanyal to hear of their experiences. All three expressed a great deal of satisfaction with their time as Chair. In particular, all said they derived a great deal of pleasure from working with colleagues across the Institute on important matters. Also, all three found learning about ways the Institute works very useful and interesting.

As the Chair of the Faculty represents the interests of the Faculty to the upper administration, the Chair must be diplomatic in his or her approach, especially on contentious issues. The three chairs generally found interacting with the upper administration straightforward, even during difficult times. A particular skill the Chair must develop is to communicate the views of the
administration back to the faculty in a manner consistent with the Chair’s role as an advocate for the faculty.

Overall, the chairs found their time extremely rewarding and an opportunity to do a lot of good for the Institute. All allowed that the job can be difficult, but with important issues that needed resolution. All felt the independence of the Chair from the administration was important and that, in some cases, the Chair position has been a stepping-stone to an administrative post.

Prof. Mary Fuller (Literature) takes office as chair on July 1, 2021, succeeding Prof. Lily Tsai. A history of Chairs of the Faculty since 1954 is attached.