

SECRETARY OF THE FACULTY

Notes from the Committee on Nominations

[Last Updated 10/25/2022]

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 Secretary of the Faculty works with the Chair, the Associate Chair, and the Faculty Governance Administrator in coordinating and guiding faculty business and the work of the various faculty committees. Full duties are outlined below.

TERM AND ELECTION

The Secretary of the Faculty and the Associate Chair are elected in alternating years with the Chair of the Faculty. The next Secretary will serve a two-year term from July 1, 2023 to June 30, 2025.

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 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).

MAJOR RESPONSIBILITIES

The Secretary of the Faculty:

- Meets monthly with the President, Provost, Chancellor, Vice President/Secretary of the Corporation, Chair of the Faculty, Associate Chair of the Faculty, 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.

- Performs three duties at monthly Institute Faculty Meetings, which are held 3:30-5:00pm 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):
 - Ensures a quorum, and conducts the count for all votes.
 - Serves as parliamentarian and 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*.
 - Prepares 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.
- Participates 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. Prior to Commencement, the Registrar's Office will deliver two letters regarding the approved degrees. The Secretary will sign the letters, forward them to the Corporation Office, and inform the other Faculty Officers of the degrees voted.
- Meets weekly with the other Faculty Officers and the Faculty Governance Administrator to coordinate committee business, respond to term regulation requests and issues, and manage other pending issues.
- Participates in Random Faculty Dinners and Lunches, held twice/month during the academic year, with the exception of January.
- Attends Department Head lunches, held once/month during the academic year, with the exception of January.
- Meets once a semester with the other Faculty Officers and the chairs and staff to the Standing Committees of the Faculty.
- Meets twice a year with each School/College Council, together with the other Faculty Officers and the Faculty Governance Administrator.
- May be consulted by the Provost, together with the other Officers of the Faculty, on complaints related to negative tenure decisions as outlined in [Section 3.3](#) of *MIT Policies and Procedures*.

MEMBERSHIP ON COMMITTEES AND COUNCILS

The Secretary is a member of the following committee:

- ***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

Role of the Secretary of the Faculty

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. The 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.

The Chair of the Faculty may also designate additional committees that the Secretary will serve on, e.g. the International Advisory Committee, the Committee on Race and Diversity, etc.

AVAILABILITY

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