

# Faculty Organization Executive Officer Duties

---

## Chair Duties

### Ongoing

- attend 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)
- confirm pre-meeting arrangements (remote meeting arrangements, audio recording equipment, microphone for floor comments, campus-wide meals coordinated with the Office of the Dean, etc.)
- 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
- consult with campus administration to determine if any new faculty should be extended membership and voting privileges (for faculty in the two-year nursing collaborative program, for example)

### 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 the Office of the Palmetto College Chancellor by 15 April each year)
- consult with the Lancaster Palmetto College Campuses Faculty Senate Executive Committee member to report Senate Committee assignments to the Chancellor'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 Palmetto College Chancellor, or report that no change in the document was made for this academic year (Chancellor to be notified by 4/15)

*Last updated 8 October 2020*

*This document is maintained by the USC Lancaster Faculty Organization Executive Committee as informal guidance to those officers, and accordingly does not undergo full Faculty Organization approval.*

- compile results of Dean's administrative evaluation by the faculty and deliver to the Dean and to the Palmetto College Chancellor
- report Faculty Organization election results to the Palmetto College Chancellor'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 and distribute, including a reminder that the previous year's chair must convene the committee meeting for chair elections
- 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 Palmetto College Excellence Awards, or coordinate that nomination process with the appropriate body as described in the annual nominations call.
  - b) 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 Palmetto College Chancellor a new description (or notify that there are no changes) by **15 April** each year.
  - c) The Committee may elect to work on additional charges assigned by the Faculty Organization Chair or decided on by the committee.
- coordinate ordering outgoing chair recognition plaque with the Office of the Dean

#### **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

---

Faculty Organization documents are posted on the Faculty Organization website. It is recommended that documents be posted both in Microsoft Word format and in Adobe Acrobat pdf format both for better reader accessibility and also for ease of revision.

*Last updated 8 October 2020*

*This document is maintained by the USC Lancaster Faculty Organization Executive Committee as informal guidance to those officers, and accordingly does not undergo full Faculty Organization approval.*