

## FACULTY COUNCIL PRESIDENT DUTIES

The Faculty Council President (FCP) works with the Faculty Council Vice President (FCVP) as a team to serve as a conduit of information to faculty and the College Administration about issues that affect faculty on a broad-scale basis. The FCP does receive a stipend or 3-hour course release for their year of leadership service. Beyond the position description of the FCP and FCVP guidance document, additional duties are expected of FCPs. The following list outlines the specific duties the FCP is expected to fulfill in this role:

- **FC Membership:** Establishes FC membership for the upcoming year with Division Directors across campus in April of the year they are still FCVP.
  - Confirm with Brenda how many spots need to be filled from various departments/divisions according to [Policy E-XXI](#) Section III.
    - “Each unit shall elect one representative and one alternate for each four to eight eligible faculty members in the unit. Units with fewer than four members may be combined by the Council to assure representation for all faculty members. During the first week of April, the Vice President of Instruction & Student Engagement, shall furnish to the Council, a current list of instructional units along with the number of eligible members in each. The Council shall determine the number of representatives for which each unit is eligible, and shall provide this information to the unit heads. Additionally, one adjunct member at large will be elected per instructional division to the Council, by the adjuncts deemed eligible for inclusion by the Vice President of Instruction & Student Engagement. These members will have the same responsibilities and rights as any other Council member.”
  - Reach out to Division Directors as soon as the new FCVP is elected to inquire who will represent each unit the following year. Some departments have rotations whereas other departments ask for volunteers or may need to run elections.
  - The completed list needs to be submitted to the VPISE’s Administrative Assistant, Brenda Price, by the first week of May for the upcoming year.
  - The FCP is expected to upload the membership list to the FC SharePoint folder.
- **FC Meetings:** In early August, FCP sets the date, time, location, and agenda for all FC meetings.
  - Meeting dates need to be provided to the Vice President of Instruction and Student Engagement’s (VPISE) Administrative Assistant, Brenda Price, to be added to the Institutional Calendar.
  - If the meeting is held in an in-person format, the FCP reserves a room for the event.
  - If the meeting is held in a virtual format, the FCP provides a link to members with the agenda.
  - Work with the FCVP to develop a meeting agenda and host the meetings.
  - Meeting agenda should be sent to all FC members at least 72 hours prior to the meeting date.

- During the first meeting, select a secretary to help take minutes during each meeting.
- Meeting minutes should be sent out within a week of each FC meeting to all active members.
- The FCP is responsible for uploading the monthly meeting minutes to the FC SharePoint folder and sending to Brenda to upload on the website.
- **Recognition of Tenured Faculty:** FC Leadership is responsible for recognizing faculty who receive tenure each year. This has typically occurred in September.
  - Will need to schedule a date and work with Dr. Hills to provide refreshments for the event.
  - Notify faculty receiving tenure of the celebration, and invite their families and division chairs.
  - Ask Dr. McKown if there are any small swag items that can be provided to faculty.
  - Print certificates for each faculty member (Brenda has examples of these from previous years).
- **FC Email Aliases:** The FCP is responsible for updating the various email aliases for FC and each subcommittee (Elections, Compensation, and Policy) at the beginning of the academic year and/or when changes to membership occur during the year. Work with Brenda to get these developed and edited.
- **Teaching Moments for Board Meetings:** The FCP recruits two faculty members to conduct a “Teaching Moment” at the Board of Trustee meetings once per semester. The FCP is expected to provide guidance to these individuals about the presentation requirements.
  - Review the list of previous teaching moments and select a faculty member that has not presented to the board or who has not presented in a number of years.
  - The presentation should be no more than 10 minutes, and should be designed as if the board is the class.
  - Meet with the faculty member to allow them to practice their presentation and provide feedback.
  - Any materials used in the presentation should be submitted in advance to Dr. McKown for review and inclusion in the board packet.
- **Compensation Committee Report:** The FCP is responsible for providing the VPISE with the FC Compensation Committee report each year by the end of April and for uploading to the FC SharePoint folder.
- **Maintaining Lists in the FC Shared Folder:** The FCP is responsible for maintain an updated list for the following: Faculty Council Presidents, Teaching Moment presentations, and FC membership and subcommittee rosters.
- **Attend monthly meetings:** The FCP will attend monthly meetings including Leadership Council, Instructional Council, MCC Board Meetings, Monthly meetings with the VPISE, Monthly meetings with the President, and others upon request.

- It may be helpful to schedule the monthly meetings with the VPISE for the entire year in July or early August with Brenda
- FC Leadership are typically asked to serve on other ad hoc committees as needed.
- Currently the FCVP, FCP, and Immediate Past President are each serving a three-year rotation on one of the following committees: Admissions & Marketing, Research & Growth Opportunities, and Retention
- **Attend TCCTA meetings/conferences:** Though not required, it may be helpful for the FC leadership to attend TCCTA meetings and/or conferences depending on the content and topics included.
- **Maintain, establish, and strengthen connections on campus:** To help strengthen connections on campus and help maintain good relationships between various parts of campus, it is important that FC leadership maintain a strong presence on campus and be intentional about visiting other parts of campus to provide encouragement and support. Attending staff-led events like Destress fest, Graduation Bash, and Registration Rally (and encouraging other faculty to do so too) can be helpful in maintaining those connections across campus.