Ohio State University Libraries

Responsibilities of the Library Faculty Secretary

Responsible Committee: Faculty Advisory Committee
History: 2011, rev. 4/2013, rev. 4/30/2020

The Faculty Secretary shall:

1. Schedule the time and place of regular Library faculty meetings for the new academic year and special faculty meetings, as appropriate in consultation with the Faculty Advisory Council and the Dean of Libraries.

2. Provide a schedule of all regular Library faculty meetings to all Library faculty, the chair of the Staff Advisory Committee, and the Chief Administrative Officer before the start of each academic year.

3. Serve as an ex officio member of the Faculty Advisory Council, take FAC meeting notes and post the notes at the FAC web page.

4. Assist the Faculty Advisory Committee in making the agenda for regular or special faculty meetings and send out the agenda to the Library faculty prior to each meeting.

5. Ensure that all faculty committees report annually at a regular Faculty Meeting according to a schedule developed by the Faculty Advisory Council.

6. Determine faculty meeting attendance at the beginning of the meeting and verify the presence of a quorum prior to a vote as indicated in the POA.

7. Have principal responsibility for assembling a meaningful record, including minutes, and important handouts and discussion documents, of each meeting of the Faculty. Handouts or documents added to the minutes may be linked from the minutes. Distribute a draft of minutes to appropriate persons, and post the minutes at the appropriate web page with links to faculty meeting minutes. Inform the faculty and staff of the availability of minutes from the last meeting. This shall be a resource of historical and administrative information. Upon expiration of each term of service, the Secretary shall transfer all files to the next secretary. In general, materials three years old or more shall be deposited in the University Archives.

8. Distribute and collect all electronic ballots for elective offices and issues being voted on; count ballots in collaboration with 1) the Chair of the Faculty Advisory Council for votes concerning election of individuals to committees/positions or 2) the appropriate committee chair for governance documents and other issues/policies.

9. Distribute a call for nominations for vacancies on Faculty Governance Committees and maintain a list of candidates for elections.
10. Maintain the latest version of the Faculty governance documents. Maintain a record of historical record of changes in those documents and ensure that the Libraries' human resources/personnel office and the Office of Academic Affairs have received the latest versions of all Faculty governance documents.