

## FACULTY COUNCIL VICE PRESIDENT DUTIES

The Faculty Council Vice President (FCVP) works with the Faculty Council President (FCP) 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. Beyond the position description of the FCP and FCVP guidance document, additional duties are expected of FCVPs. The following list outlines the specific duties the FCP is expected to fulfill in this role:

- **FC Membership:** Helps the FCP to establish FC membership for the upcoming year with Division Directors across campus in April of the year before officially rotating on as FCVP.
  - Help the FCP reach out to Division Directors 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 FC leadership is expected to upload the membership list to the FC SharePoint folder.
  
- **FC Meetings:** In early August, FCP & FCVP will work together to coordinate 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.
  - Work with the FCP to develop a meeting agenda and host each meeting. FCVP presence and assistance is essential at all meetings to ensure they run smoothly.
  - Meeting agenda should be sent to all FC members at least 72 hours prior to the meeting date.
  - Meeting minutes should be sent out within a week of each FC meeting to all active members.
  
- **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.
  - Attend the celebration and serve as host. You may be expected to provide some words about tenure and/or the newly tenured faculty.
  
- **Teaching Moments for Board Meetings:** The FC leadership recruits two faculty members to conduct a "Teaching Moment" at the Board of Trustee meetings once per semester. The FCVP is expected to help 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 (avoid saying “in my classroom, we would...”)
  - 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 FC leadership is responsible for providing the VPISE with the FC Compensation Committee report each year by the end of April.
  - **Attend monthly meetings:** The FCVP will attend monthly meetings including MCC Board Meetings, Monthly meetings with the VPISE, Monthly meetings with the President, and others upon request.
    - 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
    - If FCP is not able to attend instructional council or leadership council, the FCVP may be requested to attend on their behalf.
  - **Serve on Faculty Council Elections Committee:** It is generally helpful for the FCVP to serve on the faculty council elections committee, though not serve as chair to reduce conflict of interest in the election process. The FCVP is encouraged to play an active role in ensuring the election process runs smoothly, and to host an interest meeting for prospective FCVP nominees.
  - **Serve on other Faculty Council Committees:** It is encouraged for the FCVP, depending on their skills and interest, to serve on at least one other faculty council committee. Depending on the need, they may be asked to serve as chair for that committee.
  - **FCVP Serves on the Extra Mile Committee.** The FCVP serves on the Extra Mile Committee and collaborates with the Professional Staff and Support Staff Council members to select recipients for the Highlander Extra Mile Award.
  - **FCP and FCVP meet and consult with Professional Staff and Staff Leadership** to find common goals they can work on together and foster community and excellence within the college.
  - **FCP and FCVP meet and consult with leaders on campus** (such as, Advising and Career Services, Academic Support and Tutoring, Accommodations and Title IX, Information Systems and Services, Center for Teaching and Learning, Professional Development, Student Life, Success Coaching Services, etc. to find common goals they can work on together and foster community and excellence within the college

- **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.