SECRETARY OF THE FACULTY

PREAMBLE: This section outlines the appointment, responsibilities, and duties of the Secretary of the Faculty. The faculty secretarieship is a position of long standing in the university and this section appeared first in the 1979 edition of the Handbook. The first substantial revision was that of November, 1991, where the faculty secretarieship was redefined as a half-time position (allowing for the creation of a half-time ombudsman position) and the responsibilities of the office were substantially changed. The second substantial revision was done in 2003 to reflect current practice and responsibilities. In 2009 responsibility for vita preparation was removed from the Office of the Faculty Secretary and placed with the faculty. Except where noted, the text remains as it was in 1996. For further information, contact the Office of the Faculty Secretary (208-885-6151).

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A. APPOINTMENT.

A-1. The secretary of the faculty (aka faculty secretary, policy coordinator see FSH 1460) is appointed on a fiscal-year basis by the president from among the tenured members of the university faculty or faculty emeriti [see 1520 II-1 and III-2]. The president appoints the secretary of the faculty from a list of candidates recommended by a nominating committee and ratified by the Faculty Senate [see C below]. [rev. 7-02, ed. 7-09]

A-2. Release time for the faculty secretary will be at least one-half time and may be greater, at the discretion of the president, depending on the circumstances, the needs of the Faculty Senate, and the needs of the faculty member appointed. [ed. 7-09]

A-3. The term of service is three years and is renewable. [rev. 7-02]

A-4. The faculty secretary serves at the pleasure of the president and reports to the chair of the Faculty Senate and to the provost. The provost, in consultation with the chair and vice chair of the Faculty Senate, conducts an annual review of the faculty secretary. Early in the third year of service, an in-depth evaluation is conducted by the provost and the chair of the Faculty Senate. Included are evaluations by the senate as a whole, by other appropriate administrators and faculty, and by the incumbent. A confidential evaluation report is given to the president for review and discussion with the incumbent by the first week in October in the third year of service. [rev. 7-02, ed. 7-09]

B. RESPONSIBILITIES AND DUTIES. The Secretary of the Faculty shall:

B-1. Serve as a major source of information for UI administrators, faculty, staff, and students concerning policies, regulations, and procedures, serve as a channel of communication to the members of the university faculty concerning administrative and regents’ actions, and work with the administration and Faculty Senate in achieving positive outcomes to university policies and procedures, and serve as a liaison with the President’s Office to ensure proper maintenance and publication of the policy and procedures handbooks (see FSH 1460).

B-2. Serve as Policy Coordinator (FSH 1460 B-5) with oversight the editor of the Faculty-Staff Handbook (FSH) and Administrative Procedures Manual (APM) to ensure the timely and orderly adoption of policies and procedures including, but not limited to: 1) consulting and collaborating with the administration to identify and address policy issues; 2) keeping upper administrative officials informed of policy proposals being developed by university committees and others; 3) advising on the development and drafting of policy; 4) identifying policies in need of revision and ensuring that such revisions are addressed; 5) ensuring that institutional processes for the development of policies and procedures are followed; and 6) keeping the university community informed of any Faculty Senate of
any additions and changes to the handbook, policy and procedures. See 1460 for a more detailed description on the
university-wide policy process which includes students, Staff Council, Faculty Senate, University Faculty, the
President and Regents. Serve as a major resource to the faculty and administrators with respect to the contents of the
handbook and participate in keeping it up-to-date. Serve as a liaison with the President’s Office to ensure proper
maintenance and publication of the handbook. [ren. and rev. 7-02, ed. 7-09]

B-43. Prepare, with the president’s approval, the agenda and supporting documents for each meeting of the university faculty, with the approval of the president, record and publish the minutes of meetings; ensure that minutes and reports of actions of the university faculty are forwarded to the president, and the
Department of Special Collections and Archives in the University Library, and other interested parties with copies of the minutes of the university faculty. [add. 7-111]

B-3. Prepare the placement of Faculty-Staff Handbook sections and keywords on the UI policy and regulations
website. [add. 7-02]

B-49. Prepare, Ensure the accurate and timely preparation and distribution of General Policy Reports for publication and distribution to the university faculty for review and approval. [add 7-02, 7-11]

B-45. Serve as an ex-officio nonvoting member of the Faculty Senate, work closely with and advise the chair and
vice chair of Faculty Senate on policy matters and on the conduct of senate business, and, as hit or her primary
responsibility, provide services related to shared governance on request from the Faculty Senate, and other faculty bodies, faculty, staff, students, and. Perform such other duties related to faculty governance as may be
assigned by the president or the president’s designee or the university faculty. [ren. 7-02, ed. 7-09]

B-56. Serve as secretary to an ex officio nonvoting member of the Committee on Committees. Oversee the process
for solicitation of faculty members to serve on university-wide standing committees and the publication of committee
function statements and membership lists. [ren. and rev. 7-02]

B-67. Serve as an ex-officio nonvoting member of the University Curriculum Committee, and cooperate work
closely with UI officials to ensure the accuracy of all published academic information. [ren. and rev. 7-02]

B-28. Serve as chair of the University Multi-campus Communications Committee, 1640.94. [add. 1-10]

B-29. Serve as webmaster and/or supervisor for the University Multi-campus Communications Committee, Faculty-Staff Handbook, Administrative Procedures Manual and University Policy websites. Oversee the placement of material on those websites and historical records. [add. 7-02, ed. 7-09]

B-10. Serve as a source of information for UI personnel and students concerning policies, regulations, and
procedures. [add 7-11]

R-11. Perform such other duties related to faculty governance as may be assigned by the president or the president’s
designee or the university faculty. [ren. 7-02]

C. NOMINATION PROCESS FOR SECRETARY OF THE FACULTY.

C-1. The chair of the Faculty Senate appoints a five-member nominating committee, with the concurrence approval
of the Faculty Senate. The committee is composed of the provost and four other members of the senate, one of whom
shall be the Faculty Senate Chair, or his/her designee, who shall serve as the committee chair. [ed. 7-09]

C-2. The nomination committee should seek out and give preference to nominees who have the following
qualifications: (1) attained the rank of full professor or are faculty emeriti, (2) communication, print and electronic
publication editing skills, (3) supervisory experience, (4) have had extensive experience in university service, and
(5) have a good/ excellent understanding and commitment to the role and mission of the University of Idaho. [add 7-02]
C-3. The committee advertises the position, solicits and accepts applications and nominations, and screens candidates. The committee functions in a confidential manner. [ren. 7-02]

C-4. The committee recommends a list of candidates for ratification by the Faculty Senate. The senate may meet in executive session to discuss candidates recommended by the nominating committee. The senate may not add names to those recommended by the nominating committee but may choose to delete any of the candidates nominated by the committee. [ren. and rev. 7-02]

C-5. The Faculty Senate forwards the names of nominees ratified by the Faculty Senate to the president. The president selects the faculty secretary from that list or requests that a new group of nominees be selected following the procedures outlined in C-1 through C-4. [ren. 7-02, ed. 7-09]