

Charges for standing committees in USC Libraries Faculty Council

(Excerpted from Library Faculty Governance Document, 10/25/21 revision)

Elections Committee. This committee consists of three members who are each elected for a two-year term. The committee conducts all regular and special elections for membership on and for offices within the Faculty Council and for standing committees. It conducts any elections that are held to decide upon proposed revisions of or amendments to the governance document, as well as revisions of the Bylaws. It also conducts any other special elections or polls requested by the Faculty Council. This committee has the responsibility for preparing and distributing a list of all current Faculty Council and standing committee members, including their elected or appointed terms of service.

Personnel Committee. This committee consists of twelve members on the continuing appointment/tenure track, each elected for a two-year term. During years when the number of contract librarians in the USC Libraries exceeds three on July 1st, an additional member on contract appointment will be elected for an annual term. The Committee handles faculty matters pertaining to appointments, mid-cycle reviews, promotions, continuing appointment or tenure, annual performance reviews, and career advisement. It participates in faculty grievances pertaining to these areas when a faculty grievant or the Dean of the USC Libraries chooses to seek this committee's advice or assistance. The three-member Personnel Steering Committee directs the work of the Personnel Committee and consists of a chair, a vice chair for appointments and promotions, and a vice chair for peer review. These three positions are held by faculty with continuing appointment or tenure who are a part of the entire membership of the Personnel Committee. They are elected to two- year terms by vote of the faculty. The Personnel Steering Committee decides its member- specific responsibilities each year, determines the primary panel assignments within the Personnel Committee, provides mentoring to probationary librarians, and takes responsibility for ensuring fairness and consistency in the work of the Committee.

The greater part of Personnel Committee work is conducted by panels which are appointed from among the Committee membership by the Personnel Steering Committee. Appointment, and promotion/continuing appointment/tenure (APCAT) dossiers are reviewed by panels that are assembled for this purpose. The number of APCAT panels formed depends upon the number of dossiers to be reviewed in a given year. Peer review panels are constituted each year to review annual performance documentation for each faculty member. The Personnel Steering Committee ensures fairness and consistency in the work of APCAT and peer review panels. As needed, other panels may be formed for purposes such as faculty grievances or for study and recommendation on any matters within the domain of Personnel Committee

responsibilities.

Professional Development Committee. This committee consists of six faculty members, who are each elected for a two-year term, in observance with PDC guidelines governing the disbursement of professional development funds, which provide criteria for the disbursement of funds and establishes grievance procedures for hearing concerns. It supports professional development of the faculty through scheduling speakers, symposia, workshops, meetings, continuing education classes, and the like. It advocates for library faculty by advising the Dean of USC Libraries on the professional development needs of library faculty. It also promotes the exchange of information and ideas with colleagues and peers inside and outside the University. It recommends procedures regarding the disbursement of available funding for faculty attendance, including lodging and travel accommodations, at meetings, conferences, continuing education programs, and other professional activities.

Research Committee. This committee consists of three faculty members who are each elected and one staff member who is appointed. The committee membership is for a two-year term. The committee encourages research and development projects by Library faculty and staff members, and promotes the dissemination of research through established communication channels. The committee solicits and reviews all applications for Library faculty and staff research funds according to guidelines established by the Dean of the USC Libraries. The committee interacts with the USC Libraries' grants officer to identify additional funding opportunities.