

Charges for standing committees in USC Libraries Faculty Council

(Excerpted from Library Faculty Governance Documents, 12/16/24 revision)

The **Elections Committee** consists of three faculty 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 Council and for standing committees. It conducts any elections that are held to decide upon proposed revisions of or amendments to this document. It also conducts any other special elections or polls requested by the Council. This committee has the responsibility for preparing, distributing, and maintaining a list of all current Council and standing committee members, including their elected or appointed terms of service.

The **Peer Review Committee** consists of four faculty with continuing appointment/tenure; two faculty on the continuing appointment/tenure track, each elected for a two-year term, and, when applicable, one contract faculty member. In years where the number of contract faculty in the USC Libraries exceeds three on July 1st, an additional member on contract faculty appointment will be elected annually by October 15th to participate on the Peer Review Committee for evaluations of all library faculty. A faculty member who is granted continuing appointment/tenure while serving on the Peer Review Committee may continue to serve for the full term of two years. When this occurs, a special election is held within ninety days to elect a new member who represents the faculty who are without continuing appointment/tenure. Due to these rules, the total Peer Review members may be temporarily greater than six. Faculty may serve up to three consecutive terms as a member of the Peer Review Committee. They may serve beyond three consecutive full terms only when elected to fill the remainder of a vacated term on the Committee. The committee reviews, updates, and distributes a Process Manual for that year's Peer Review process; alone or in collaboration with other faculty, creates and distributes instructional and training materials to faculty and reviewing officers to ensure consistency in documentation and scoring; conducts reviews of faculty; and provides merit scores and feedback on performance for the faculty under review and for the Dean to consider for final rating and merit increase decisions.

The **APCAT Committee** consists of six faculty with continuing appointment/tenure each elected for a two-year term. Faculty may serve up to three consecutive terms as a member of the APCAT Committee. They may serve beyond three consecutive full terms only when elected to fill the remainder of a vacated term on the Committee. The committee creates, reviews, updates, and distributes guidelines, templates, and

examples of dossiers that meet Libraries' criteria; alone or in collaboration with other faculty and administrative members, creates and distributes instructional and training materials to faculty to ensure consistency in dossiers; reviews all dossiers for promotion; identifies internal and external referees for the dossiers of candidates for promotion; reviews midcycle dossiers and provides evaluation and suggestions to submitters on improving documentation for subsequent dossiers; recommends emeriti status; reviews faculty search committee reports and contributes to the final search report by writing an evaluation letter; reviews draft faculty position descriptions; and provides evaluative feedback to search committees.

The **Professional Development Committee** consists of six faculty members, who are each elected for a two-year term. It governs the disbursement of professional development funds, provides and distributes 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 faculty by advising the Dean of USC Libraries on the professional development needs of faculty. It also promotes the exchange of information and ideas with colleagues and peers inside and outside of 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.

The **Research Committee** is a joint faculty and staff committee that consists of three faculty members who are elected by the faculty, each for a two-year term, and one staff member who is elected by the Staff Council under their bylaws. The committee 9 Faculty Shared Governance and Bylaws encourages research and development projects by faculty and staff members, and promotes the dissemination of research through established communication channels. The committee solicits and reviews all applications for faculty and staff research funds according to guidelines established by the Dean of the USC Libraries. The committee consults with the Libraries' grants officer to identify additional funding opportunities.

The **Salary and Compensation Committee** consists of three faculty members who are each elected for a two-year term. The terms of service are overlapping with one new member elected in odd years and two new members elected in even years. The committee works across departments to create and publish an annual salary report. The committee will identify areas of concern and strategies for addressing salary compression and equity, and make recommendations to the dean related to

establishing and updating appropriate salary floors, benchmarks or “brackets” for faculty at all ranks and in all divisions. The committee defines appropriate salary floors, benchmarks, or brackets for faculty at all ranks and in all divisions at Libraries; identifies equity concerns impacting specific groups or categories of faculty and recommends measures for ameliorating concerns over a reasonable timeline; creates a detailed annual report for use by the Dean of the USC Libraries, Associate Deans, and Council; and, publishes an annual summary report accessible to all faculty.