March 27, 2008

An ad hoc committee (Professors John Sloop, Karen Campbell, and Beth Conklin) was asked by the A&S Faculty Council on October 30, 2007, to look into the role of the Executive Secretary (the role currently served by Jonathan Bremer). In order to make sure that the expectations and limits of this role are constitutionally defined, we respectfully propose the following additions and changes to the A&S Constitution:

To be inserted into the A&S Constitution as Article I, 3(c), on the top of p. 2 (changes in red):

C. Executive Secretary. The Dean of the College of Arts and Science shall appoint an Executive Secretary as a staff position to support the meetings and business of faculty governance for a term of five years. The Executive Secretary shall prepare agendas, take notes, and cooperate with the Secretary of the Faculty and the Secretary of the Faculty Council in writing Minutes for A&S Faculty Meetings and Faculty Council meetings; help guide legislation through the A&S approval process; help implement approved proposals and notify authors of disapproved proposals of the reasons for disapproval; organize faculty elections for the Faculty Council and for A&S representatives to the Graduate Faculty Council and the Faculty Senate; and organize A&S referenda.

The Ad Hoc Committee also recommended:
To be inserted into the A&S Constitution at Article I, 3(b), on the top of p. 2 (changes in red):

Secretary. A Secretary shall be elected by a majority vote at the Faculty Meeting for a two-year term. The Secretary shall prepare the minutes of the Faculty Meeting as to reflect the viewpoints developed in debate of the issues before the Faculty. The Secretary shall be the officer in charge of elections to the Faculty Council and of A&S representatives to the Graduate Faculty Council and the Faculty Senate.