

USC Libraries Faculty Council Annual Report 2022-23

Service Term: May 1, 2022 - April 30, 2023

Membership: Andrzej Rutkowski President, Jennifer Dinalo Vice-president, Amy Chatfield Secretary, Javier Garibay past Secretary, Suzanne Noruschat Member-at-large, Joshua Hutchinson Member-at-large, Hannah Schilperoort Member-at-large.

Introduction:

The work of the USC Libraries Faculty Council for the 2022-23 was framed by the announcement on March 22, 2022 that Catherine Quinlan would be stepping down from her role as Dean of USC Libraries. In addition to focusing on the Library's transition to a new Dean, the faculty council also worked on improving mentoring documentation and processes, centering DEI issues and initiatives at meetings, and a range of other issues that the council and faculty have identified over the years and as they arose during the year.

Activity highlights:

May: Faculty meeting was focused on setting the agenda and goals for the year. A breakout activity was conducted in order to begin facilitating the process for goals and priorities.

June, July: No faculty meetings were held but faculty council worked with staff council closely to stay in communication with Provost Zukoski about the Dean search. We scheduled and held a meeting with Provost Zukoski in late June in order to get clarification about the search process and the role of Interim Dean Andrew Guzman. We also expressed our desire for the search to be as diverse and inclusive as possible and attempted to schedule a follow-up later in the fall to reconnect and offered the Provost an opportunity to speak to the Libraries about the search.

August, September, October, November:

- In August the Council led an activity to identify desired traits and characteristics for a new Dean of the Libraries. From this activity a report was written by Council which was shared with Provost and the USC Library Search Advisory Committee.
- In September the Faculty Council goals and priorities were shared. The two main goals focused on the Dean search and transition and improving the Libraries mentoring program.
- In October a presentation and activity about the Libraries mentoring program was held. A new mentoring program document was shared by Marje Schuetze Coburn and Chimene Tucker in order for faculty to discuss and provide feedback.
- In November a reflection activity was facilitated in order for faculty to assess the work of the Faculty Council for the first half of the year as well as provide recommendations for the reminding year.

December: No meeting

January, February, March, April:

- In January the Faculty Council presented the Mentoring Toolkit documentation and encouraged all faculty to begin using this documentation as part of their mentoring practice/process.
- In February the Faculty Council asked Interim Dean Guzman to give a presentation about the Libraries budget. An activity about the Libraries annual review process was facilitated. The activity was focused on identifying ways to improve the process with the aim of creating a working group to help provide recommendations.
- In March the Academic Senate Committee on Faculty Rights and Responsibilities was invited to discuss and share their work. Especially with how faculty could engage and use them as a resource.
- In April further conversation was held about the annual review process and it was decided that a group will be formed in the coming months with the goal of having some provisional recommendations in fall of 2024.
- In April a faculty survey was created and shared with library faculty in order to assess and provide feedback on the work of the faculty council during the past year as well as provide information for the new incoming faculty.
- In March and April, acting in his role as President of the Faculty Council, Andrzej Rutkowski convened and held two additional meetings in order to generate a list of questions that would be asked during the Faculty Forums with the Candidates. Consensus was reached around a set of 8 core questions that would be asked by the same faculty at each Faculty Forum.

Conclusion: The 2022-23 year was focused on the USC Libraries Dean search and the council attempted to the best of their ability to provide meaningful information about the process as well as participate and share faculty concerns. Overall, and with minimal information, the Faculty Council was still able to engage and represent the interests of the library faculty in a meaningful way throughout the process. Especially during the creation of position description and then at the Faculty Forum candidate interviews. The Faculty Council helped to facilitate and center mentoring activities and as a result new documentation and processes are being used by library faculty which will be assessed in the coming year. Lastly the Faculty Council facilitated much needed conversation around the annual review process and this work will continue with the next Faculty Council administration.

Respectfully,

Andrzej Rutkowski
USC Libraries Faculty Council President 2022-23