

# AALL ALL-SIS Faculty Services Committee Handbook for Committee Chairs 2015-2016

## Committee Charge

- Develop and maintain information on Faculty Services for the ALL-SIS website.
- Plan and conduct Faculty Services Roundtable.
- Keep abreast of the Section members' faculty services activities and share results on the range of faculty services provided by academic law libraries.
- Other projects the Committee or the ALL-SIS Executive Board has identified as necessary.
- Submit one column to the ALL-SIS Newsletter describing the work of the committee during the current year.

Source: <http://www.aallnet.org/sections/all/committees/charges#faculty>

## Responsibilities & Timeline

### July: Annual Meeting

The committee has two events at the Annual Meeting: committee meeting and Faculty Services Roundtable.

The outgoing chair(s) plan, coordinate, and execute the Faculty Services Roundtable. The incoming chair(s) should make sure that notes from the Roundtable will be promptly written up, collected, and posted to the committee's website after the Annual Meeting is over (see below).

At the committee meeting, outgoing chair(s) should review the committee's activities for the previous year. Then, the leadership of the committee officially passes to the incoming chair(s), who will then oversee the rest of the committee meeting. The remainder of the committee meeting should be used to identify and set priorities for the coming year. Other than the Faculty Services Roundtable, the committee does not have any specific projects, so the committee meeting is a good opportunity to start discussing what additional project(s) the committee wants to undertake.

To get ideas for projects and for examples of Roundtable topics, the committee chair(s) should review the committee's website and its annual reports. The committee's last annual report is available online and previous reports are available in the summer issues of *ALL-SIS Newsletter*.

- Faculty Services Committee Website: <http://www.aallnet.org/sections/all/committees/pages/faculty-svcs.html>
- Last Annual Report: <http://www.aallnet.org/sections/all/committees/reports#faculty>
- *ALL-SIS Newsletter* Archives: <http://www.aallnet.org/sections/all/resources/newsletter/archives>

### **August/September: Post Roundtable Notes**

The chair(s) are responsible for collecting the notes from the Roundtable and posting them to the committee's website (contact ALL-SIS Webmaster). For examples from previous years, see the committee's website (<http://www.aallnet.org/sections/all/storage/committees/faculty/roundtables>).

### **September: Conference Call/Begin Committee Work**

The chair(s) are responsible for coordinating the committee's work and ensuring the committee fulfills its responsibilities and completes its tasks.

The chair(s) should organize the committee's first conference call by September to finalized the committee's plans for the year and begin work on committee projects. The chair(s) should coordinate additional conference calls or check-in with committee members as needed throughout the fall semester.

### **Fall/Winter: Continue Committee Work, Pre-Planning for Roundtable**

The chair(s) should check-in with committee members and coordinate additional conference calls as needed throughout the fall semester.

The ALL-SIS Chair (or another member of the Executive Board) may request preliminary information from the chair(s) during the fall regarding space and audio-visual requirements for committee meetings and roundtables at the Annual Meeting. Consulting the notes from prior Roundtables for information on expected attendance and space and A/V requirements may be helpful. If any special requirements may be needed (e.g., if you are thinking about adding live-polling as a feature in your Roundtable, you will need wireless access, a laptop, and projection equipment), contact your Executive Board liaison as soon as possible because these amenities may be expensive and require pre-approval.

### **Spring: Plan Roundtable and Committee Meeting**

The day and time of the roundtable will be announced along with the rest of the Annual Meeting schedule. The committee usually does not have a designated time for its committee meeting. The ALL-SIS chair (or another member of the Executive Board) will request final information from the chair(s) in the spring regarding space and audio-visual requirements for committee meetings and roundtables at the Annual Meeting.

The chair(s) should then hold a conference call in April or May to start planning the content of the Faculty Services Roundtable, including articulating the Roundtable topics and/or "ice-breaker" questions and soliciting facilitators and/or note-takers for each table/topic. Around this same time, the chair(s) should also coordinate with committee members to schedule the committee meeting.

### **April/May: Appointment of New Committee**

The committee chair (or co-chairs) and members of the committee for the following year will be appointed in the spring or early summer. The process for the appointment of committee chairs varies

each year; however, the ALL-SIS Executive Board will likely ask the current chair(s) for recommendations. The Executive Board will formally announce chair appointments, so any recommendation should be kept confidential until the Executive Board finalizes its appointments.

### **May/June: Annual Report**

The chair(s) write an annual report that will be submitted to ALL-SIS Chair, posted on the website, and published in the *ALL-SIS Newsletter*.

### **June: Committee Chair Handbook**

Update this handbook and have the ALL-SIS Webmaster post it to the committee's website.

### **June: Contact New Committee Members & Draft Meeting Agenda**

The current chair(s) contact the new members and invite them to attend the committee's meeting and Faculty Services Roundtable at the AALL Annual Meeting.

The current and incoming chairs jointly draft the agenda for the committee meeting.

## **Conference Call Options**

There are many options for scheduling and arranging conference calls. Recent committees have used Doodle to schedule conference calls (<http://www.doodle.com>) and freeconferencecall.com (<http://www.freeconferencecall.com>) to host conference calls.

Other options for hosting free conference calls are available from the ALL-SIS Task Force to Review and Update the ALL-SIS Web Presence:  
<http://www.aallnet.org/sections/all/storage/committees/webpresencetf>.