

# **MIT Faculty Newsletter**

## **Policies and Procedures**

- I. Mission**
- II. Function**
- III. Governance**
- IV. Editorial Policies**

### **I. Mission**

The mission of the MIT Faculty Newsletter (FNL) is to serve as a medium for communication among MIT faculty, and as a forum for the diversity of faculty views and voices within MIT as well as in the broader academic world.

### **II. Function**

The Newsletter prints and/or publishes on its website articles, letters, editorials, and data relating to the lives and concerns of the faculty. Contributions are welcome from all members of the faculty as well as from emeritus faculty. Articles and letters represent the views of the authors. The Newsletter does not publish the academic, scholarly, or scientific work of faculty that would be published in disciplinary journals.

- a. To carry out the above mission the FNL may also publish articles from other sources, including from members of the administration, students, research and administrative staff, and faculty at other universities.
- b. Essential to the function of the FNL is its ability to publish views that may not necessarily reflect those of particular MIT constituencies and entities.
- c. The Editorials reflect views of whichever Editorial Subcommittee of the Editorial Board signs the Editorial, otherwise of the Board. Service on the

Board requires commitment to the faculty as a stakeholder independent of the administration, but the Editorials do not necessarily express a consensus of the entire faculty.

### **III. Governance**

#### 1) Composition:

- a. The MIT Faculty Newsletter is governed by an Editorial Board (“Board”) composed of members of the faculty and emeritus faculty, and elected by the faculty and emeritus faculty through an electronic secret ballot.
- b. The Board shall be composed of at least nine, but not more than twelve, members of the faculty and emeritus faculty.
- c. Board members shall serve for three-year terms. Those completing their term may be included among nominees put forward for the next election.
- d. Seven members shall constitute a quorum.
- e. The Board shall meet not less than four times per year, over the fall, winter, and spring, with meeting dates chosen to permit participation by at least a quorum, including the Chair of the Board.

#### 2) Nominations:

- a. The Board at its first winter meeting shall elect from among its members a Nominations Committee consisting of at least three members, including a designated Nominations Chair, to serve two-year terms.
- b. The Nominations Committee shall have the responsibility of recruiting and evaluating candidates for the Board, taking into account the need for representation from different Schools and sectors of the Institute, from different ranks, male and female faculty, and underrepresented groups or faculty constituencies.
- c. Candidates for the Board should give compelling evidence of commitment to the integrity and independence of the faculty, to the faculty’s essential and defining role at MIT, and to the importance of the Faculty Newsletter as an independent voice of the faculty.

### 3) Election:

Each spring, the Nominations Committee shall present nominees for open slots to the faculty-at-large, at least four and no more than eight.

Nominees shall have the opportunity of circulating a short statement of their qualifications and interest. The nominees receiving the most votes will be elected to the open seats for three-year terms. In the rare case of a tie for the last open seat, both candidates will serve on the Board.

### 4) Officers:

a. A Chair, Vice-Chair, and a Secretary will be elected from among its members, to serve two-year terms; elections of officers will be held every two years at the first meeting following the elections; officers can be re-elected. Members are eligible to serve in an officer position only after being a member of the Board for one year. The Chair will be responsible for ensuring circulation of an agenda for Board meetings. The Vice-Chair will stand in for the Chair when needed. The Secretary will be responsible for communicating minutes and financial reports when appropriate.

b. Among candidates willing to serve in each position, the one receiving a majority of ballots shall be elected. In the case of more than two candidates, and no majority, the nominee receiving the fewest votes will be eliminated, and a further ballot taken, until one individual has received a majority of the ballots cast. The Secretary shall be responsible for counting of ballots.

c. Between Board meetings the Chair, Vice-Chair, Secretary, and Chair of the current Editorial Subcommittee shall constitute an Executive Committee to deal with matters arising, with serious issues communicated electronically to the Board for rapid comment.

### 5) Managing Editor:

The Board shall hire and direct the work of the Managing Editor. The Chair of the FNL Board shall serve as the formal Supervisor of the Managing Editor.

## 6) Amendments:

These Policies and Procedures can be amended by a 2/3 vote of the Board at a meeting of the Board. The proposed changes should be circulated not later than seven days before the meeting.

## **IV. Editorial Policies**

1) The Board shall set or amend editorial policies at a scheduled meeting. Changes in editorial policies will be published in the Newsletter and posted on the website.

2) For each issue of the Newsletter, an Editorial Subcommittee shall be constituted by the Chair in consultation with the Board, and shall consist of at least three and preferably four members of the Board who will choose a Subcommittee Chair for the duration. Each Editorial Subcommittee shall have responsibility for the content of the issue they are supervising, and for the signed Editorial, if they choose to write one. Where consensus is not reached, a majority vote of the Subcommittee will decide the issue. Wherever possible, at least one member of an Editorial Subcommittee will also serve on the following Subcommittee, to provide continuity.

3) In general, the pages of the Faculty Newsletter are open to all members of the faculty and emeritus faculty. The publication of articles will be subject to the judgment of the Editorial Subcommittee.

Submissions to the FNL will usually be published, provided they are relevant to the life of the campus, are not deemed libelous, do not report manifestly erroneous information, and do not largely repeat opinions expressed in previous published texts or others selected for the current issue. Submissions must be signed and there will be an expectation that all published texts will be signed. However, the Board will consider requests for anonymity in the published version of the submission.

4) The views expressed in articles and letters represent the views of the individual authors and not those of the Board or of the faculty at large. Only the Editorials reflect the views of the Board or of the authoring Editorial Subcommittee.

5) The FNL shall maintain a website, the content of which will include the text of Newsletter issues. Additional material may be published on the

Website as and when approved by the Board or Subcommittee designated by the Board.

6) The Board may organize in-person or online forums.

7) The Board will publish in the FNL an annual summary report of the Newsletter's activities.

[This revision adopted at the meeting of the Board, 4/30/2024.]

Signed: Ceasar McDowell, Secretary