APPENDIX D

D.7 Chair – Faculty Policies and Procedures Committee
Job Description

A. Chair: Election and Duties

1. Term

The term of the Chair shall be September 1 to August 31 of the next year. The retiring Chair will have the title of ex-officio past-chair until another new Chair is appointed.

2. Number of Terms

There is no limit to the number of terms a faculty member can serve as Chair, but it is recommended that an individual should generally serve no more than two consecutive one-year terms.

3. Appointment of Nominating Committee

In August, the Chair of FPPC shall recommend to the Chair-elect of the Faculty an individual to serve as incoming Chair. The Chair may nominate themselves for the position. The final appointment of the incoming Chair will be at the discretion of the Chair-Elect in consultation with the Senate Executive Committee.

4. Voting Privileges

Votes by the Chair will be in accordance with Robert’s Rules of Order (latest revision).

5. Chair of the FPPC Communications with Chair of the Faculty Senate /Vice Provost for Student and Faculty Success

The Chair of the FPPC is responsible for preparing cover letters and copy of any recommendations that the FPPC is forwarding to the Senate. These documents must be copied to the Secretary of the Senate, the Senate Office Associate (entered in the FPPC tracking log), and the Chair-elect of the Faculty. The Chair must finalize all recommendations and proposed changes to any section of the Faculty Handbook prior to forwarding to the Senate. All FPPC letters (recommendations to the
Senate) must be attached to the minutes of the FPPC meeting when the
decision was made to forward the recommendation to the Senate.

The Chair of the FPPC is responsible for preparing a cover letter and a
tracking document for sections of the Faculty Handbook and/or UAB
policies and procedures reviewed by the FPPC. Changes determined to
be solely of an editorial/updating nature will be so identified. If substantive
changes are made or proposed, following review by the Provost and Vice
Provost, the relevant policies or procedures will be returned to the FPPC
for review before submission to the Faculty Senate for consideration.

The Chair of the FPPC is responsible for maintaining a tracking log (copy
to Senate Office Associate) of all correspondence from the FPPC to the
Senate /Chair of Faculty, copy to Senate Secretary for Senate
recommendations and from FPPC to Vice Provost and to document
receipt of all correspondence from Senate Chair or Vice Provost.

6. Chair Duties

- Invite all permanent ex-officio members to serve during the June to
  May term. [Membership section A.2.b]
- Prepare cover letter to accompany approved recommendations being
  forwarded to the senate. These documents should be addressed to
  the Chair of the Senate and must be copied to the Secretary of the
  Senate, the Senate Office Associate, and the Chair-Elect of the
  Senate.
- Ensure the maintenance of tracking document for sections of the
  Faculty Handbook and/or policies and procedures reviewed by the
  FPPC. All correspondences to and from the FPPC should be indicated
  in the tracking log.
- Serve as faculty representative on the Joint Compliance Committee.
- Serve as an ex-officio member of the Executive Committee of the
  Faculty Senate and the Senate, and attends the monthly meetings of
  the Executive Committee with the President and Provost.[Bylaws II.2.b
  and Constitution article IV.9.]
- Ensure agenda and attachments for meetings are prepared and
  distributed one week prior to scheduled meetings.
- Prepare annual report for Faculty Senate Executive Committee and
  Faculty Senate.

Refer to the Jan 2016 FPPC Operating Rules