APPENDIX C

Chair – Faculty Policies and Procedures Committee
Job Description

A. Chair: Election and Duties

1. Term

The term of the Chair shall be from end of the June meeting to the end of the June meeting of the next year at which meeting the retiring Chair will have the title of ex-officio past-chair for the following year.

2. Number of Terms

No person may serve more than two consecutive one year terms as Chair.

3. Appointment of Nominating Committee

Prior to the February meeting, the Chair shall request from the FPPC membership the names of two FPPC members to serve on the Nominating Committee for the purpose of presenting nominations for the positions of Chair and Vice-Chair at the May meeting.

4. Election of Chair

Nominees will be asked to prepare a statement of background and interest in service to share with the FPPC members prior to the May election meeting. Members may make additional nominations at the May meeting. Nominees must be members of the FPPC and typically will have served at least the preceding year on the FPPC.

5. Balloting

Election of the Chair shall be conducted at the May meeting by secret ballot using approval voting. Tie votes shall be decided by the flip of a coin.

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

7. **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 Senate who is currently serving on the FPPC. 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.

8. **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.
- Maintain 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.
• Prior to the February meeting, the Chair shall request from the FPPC membership the names of two FPPC members to serve on the Nominating Subcommittee for the purpose of presenting nominations for the position of Chair and Vice-Chair at the May meeting.

• 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.]

• Serve as member of the Faculty Handbook Subcommittee.

• 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.

Last Reviewed: May 2012

Refer to the February 2012 FPPC Operating Rules