APPENDIX A

Past-Chair of the UAB Faculty Senate

Job Description

1. Serves as Past-Chair of the UAB Faculty Senate from September 1 through August 31 [third year of 3 year term] (C III.1, C III.3, C IV.7, C VI.5, B I.2)

2. Participates in a series of fixed meetings
   - Attends the Faculty Senate meeting on the second Tuesday of each month from 7:30 to 9:30 a.m.
   - Attends the Faculty Senate Executive Committee meeting on the fourth Wednesday of each month from 12:00 to 1:30 p.m.
   - Attends the Faculty Senate Executive Committee with UAB President and Provost meeting on the first Tuesday of each month from 8:00 to 9:30 a.m.
   **TIME REQUIRED:** 5-6 hours per month

3. Presides at meetings in the absence of the Chair and the Chair-Elect (B I.9)
   - Serves as President Pro Tempore as needed
   - Presides at meetings of the Faculty Senate, the Faculty Senate Executive Committee, and the Faculty Senate Executive Committee meetings with the President and Provost in the absence of the Chair and the Chair-Elect
   **TIME REQUIRED:** Determined by the number of absences

4. Represents the Faculty Senate on appropriate committees (C III.4.d)
   - Serves on other committees as appropriate for Faculty Senate representation and participation
   **TIME REQUIRED:** Determined by the type of associated tasks
5. Supports the Faculty Senate as an officer  (C III.4.d)
   - Serves as a resource for Faculty Senate Office operations
     
     TIME REQUIRED: Determined by the type of associated tasks

6. Works on Faculty Senate projects  (C III.4.d)
   - Works on Faculty Senate projects as needed and when requested by the Chair
     
     TIME REQUIRED: Determined by the type of associated tasks

7. Collaborates on Faculty Senate business  (C III.4.d)
   - Collaborates with appropriate individuals on Faculty Senate business
     
     TIME REQUIRED: 2 hours per month

8. Prepares and submits an annual report for the Past-chair position
   - In August, submits a report of finished business to the Secretary
     
     TIME REQUIRED: 1 hour per year

9. Reviews the job description for the Past-chair position
   - In August, reviews and submits an updated job description to the Secretary
     
     TIME REQUIRED: 1 hour per year

10. If requested, assists the Chair-elect in preparing the resolution of recognition for the outgoing Chair of Faculty to be presented at the August President’s Reception of the Faculty Senate and at the September Senate meeting.
    
    TIME REQUIRED: 1 hour per year

11. Manages periodic evaluations of academic administrators as defined by the Faculty Senate Executive Committee
TIME REQUIRED: 5-10 hours per month during evaluation process
[organization begins in July and process is completed in December]

Last Reviewed August 2016