APPENDIX C

C4. Senator-at-Large on the UAB Faculty Senate

Job Description

1. All Senators or Alternate Senators are eligible

2. Represents Senators and Alternate Senators of the Faculty Senate on the Faculty Senate Executive Committee

3. Elected by the Senate at the September meeting of the Senate

4. Serves as Senator-at-Large on the UAB Faculty Senate from the time of election at the September Senate meeting through August 31 [1 year term]

5. Serves on the Faculty Senate Executive Committee from the time of election at the September Senate meeting through August 31 [1 year term] (B II.1.a)

6. Assists the Faculty Senate Executive Committee with projects as needed or requested. (Examples: Author articles to be posted on the Senate webpage; Contact the Senate Liaisons of the schools that do not have an FSEC member, before each FSEC and FSEC-President & Provost meeting, to gather input or concerns regarding agenda items; Serve as a representative of the FSEC on a university-wide committee)

7. Review past minutes to identify topics need to be included on the agenda of the upcoming Faculty Senate Executive Committee (FSEC) meeting with the President and Provost. Inform the Chair of the Faculty before or at the FSEC meeting. Done monthly, before the FSEC meeting.

8. Coordinate with Faculty Senate Representatives to the University-wide Committees as assigned by the Chair of Faculty senate, and update related issues to the FSEC at its monthly meeting. Done monthly, before the Senate meeting.

9. Participates in a series of fixed meetings and fills selected roles of the Secretary of the Faculty when the Secretary cannot attend the meetings

- Attends all scheduled Faculty Senate meetings; and fills the role of the Secretary when needed.

Role of Secretary:

(1) Assist Faculty Senate Office Administrator in capturing all important information stated at the meeting and give the notes to the Faculty Senate Office Administrator at the end of the meeting.
(2) Assist Faculty Senate Chair and presenters in setting up their documents for presentation when requested.

- Attends all scheduled Faculty Senate Executive Committee meetings; and fills the role of the Secretary when needed. Role of Secretary: Take the minutes of the meeting to capture all important items and email the draft-minutes to the Faculty Senate Office administrator.

- Attends all scheduled Faculty Senate Executive Committee with UAB President and Provost meetings; and fills the role of the Secretary, when needed. Role of Secretary: Make a list of the most important items discussed, such as: action items; specific requests; suggestions/advice and concerns that FSEC members make; and requests/advice to the FSEC members and give the list to the Chair of Faculty Senate at the end of the meeting.

TIME REQUIRED: Meetings: 5 hours per month; Paperwork: 5-10 hours/month.

Last Revised November 2016