

APPENDIX A

Chair of the UAB Faculty Senate

Job Description

1. Serves as Chair of the UAB Faculty Senate and its Executive Committee from June 1 through May 31 [second year of 3 year term] (C III.1, C III.3, C III.4.a, C IV.7, C VI.5, B I.2)

2. Attends University of Alabama System Board of Trustees meetings
 - Begins at September board meeting and ends at June board meeting
 - Attendance at Thursday meetings is optional. Attendance at Friday morning meetings is required.

TIME REQUIRED: 5 meetings at 1½ days each
 - Presents the major topics and decisions as part of the Chair report at the next Faculty Senate meeting

TIME REQUIRED: 1 hour per year
 - Gives a five to seven minute presentation to the Board of Trustees at the meeting held at UAB in February

TIME REQUIRED: 1 hour per year

3. 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. in the Administration Building
 - Attends the Faculty Senate Executive Committee meeting on the last Wednesday of each month from 12:00 to 1:30 p.m. in Campbell Hall
 - Attends the Faculty Senate Executive Committee with UAB President and Provost meeting on the first Tuesday of each month from 9:00 to 10:30 a.m. in the Administration Building

Faculty Senate

- Attends the Academic Programs Council meeting on the first and third Wednesday of each month from 8:00 to 9:30 a.m. in the Administration Building

TIME REQUIRED: Up to 8 hours per month

4. Presides at meetings of the Faculty Senate (C III.4.a)

- Presides at meetings of the Faculty Senate and the Faculty Senate Executive Committee or makes arrangements for the Chair-Elect (C III.4.b) or the President Pro Tempore (B I.9) to preside in absences

TIME REQUIRED: 2 hours per month

5. Develops the agendas for Faculty Senate meetings (C III.4.a)

- Develops the agenda for the Faculty Senate meeting in collaboration with the Executive Committee and Secretary of Senate; invites presenters and indicates time allotted on the agenda and obtains permission for presentation to be posted on the Senate web page

NOTE: The agenda for the Faculty Senate meeting is sent to the Secretary as soon as it is confirmed so that it can be distributed to appropriate individuals (Senators and UAB Reporter) and posted to appropriate web sites (Senate page and BlazerNET Senate channel).

- Develops the agenda for the Faculty Senate Executive Committee meeting in collaborator with the Secretary of the Faculty

NOTE: The Chair and all members of the FSEC send items agenda for the Faculty Senate Executive Committee meeting to the Secretary 1 week before the meeting so that items can be added to the agenda and meeting announcement and attachments distributed to the committee members at least five days before the meeting.

- Develops the agenda for the Faculty Senate Executive Committee with UAB President and Provost meeting in collaboration with the FSEC.

NOTE: The draft of the expanded agenda [with narrative background for each of the agenda items] which is created by the Chair following the Faculty Senate Executive Committee meeting discussion is sent to

the committee members as a draft seeking feedback. This process is to be completed by noon of the following day (Thursday) and any revisions made before sending the agenda to the appropriate individuals (see next note).

The email message addressed to President Garrison includes the agenda with narrative and the agenda for the next Senate meeting and any motions/attachments that are on the agenda for discussion/vote.

NOTE: Expanded agenda including narrative for each question or item included on the agenda for this meeting is sent by Thursday afternoon following the monthly Faculty Senate Executive Committee meeting to the President and Provost (including their assistants) and the Senate Office Associate. The agenda with the narrative is distributed to the committee members at the meeting.

2010-2011 List: Carol Garrison (President), Eli Capilouto (Provost), Kris Boyle, Kirsten Burdick, Carol LaFoy, Claire Peel, Pat Greenup
Secretary of Faculty and Senate Office Associate Carol Ray

TIME REQUIRED: 3 hours per month

6. Reviews the drafts of minutes for Faculty Senate meetings

- Reviews the drafts of minutes for the Faculty Senate [summary and expanded] and Faculty Senate Executive Committee meetings and gives timely feedback to the Secretary for corrections and follow up on action items
- Reviews upon request the drafts of minutes for the Faculty Senate Executive Committee with UAB President and Provost meeting which are prepared by Kirsten Burdick and approved by the President

TIME REQUIRED: 2 hours per month

7. Invites the UAB President to the State of the University address (C II.3, B I.1)

- Invites the UAB President to present the annual State of the University address in mid or late October no later than the June Faculty Senate Executive Committee with UAB President and Provost meeting

TIME REQUIRED: 2 hours per year

8. Coordinates the dissemination of information items

- Coordinates the dissemination of information items to faculty members and/or Senate members by working with the Secretary and/or the Senate Office Associate

TIME REQUIRED: 1 hour per month

9. Represents the Faculty Senate on appropriate committees

- Serves on university executive-level committees as appointed by the President or Provost (C III.4.a)
- Serves as a representative for the Faculty Senate on the Academic Programs Council
- Serves as a representative for the Faculty Senate on the Naming Committee and the Ingalls Award Selection Committee
- Serves on other committees as deemed appropriate for Faculty Senate representation and participation (may be appointed to committees by the UAB President)

TIME REQUIRED: Determined by the type of associated tasks

10. Makes appointments and assignments for Faculty Senate positions and committees

- Appoints the Parliamentarian (C III.4.a)
- Appoints the Chairs of the Faculty Senate Standing Committees (B II.3.a)
- Assigns the Senators and Alternate Senators to one of the four Faculty Senate Standing Committees (B II.3.b)
- Identifies appropriate individuals to serve as Senate Representatives to University Committees [obtains Faculty Senate approval and submits to the UAB President for approval] (B II.1.c-e)

TIME REQUIRED: 4 hours during the month of June

11. Works collaboratively with the Faculty Senate Executive Committee

- Works collaboratively with the Officers of the Faculty Senate and the Senate Office Associate
- Works collaboratively with the Chairs of the Faculty Senate Standing Committees including the Chair of the Faculty Policies and Procedures Committee (FPPC) who is elected by the FPPC members at the May or June FPPC meeting (B I.4.c, B II.1.b, B II.3.c)
- Attends meetings of the Faculty Senate Standing Committees as determined by the issues before the committees

TIME REQUIRED: 3 hours per month

12. Deals with ad hoc questions and issues

- Deals effectively, objectively, and quickly with any ad hoc questions and issues as they arise from faculty members, Senators, President, Provost, Associate Provost for Faculty Development and Faculty Affairs, and others
- Seeks assistance from appropriate resources in determining the disposition of such questions and issues

TIME REQUIRED: depends on the topics/issues

13. Meets with the UAB President and Provost to address matters

- Meets with the UAB President and/or Provost to address matters before the Faculty Senate or emerging situations as needed when such cannot be held until the next regularly scheduled meeting or if individual meetings are deemed appropriate
- Meets monthly with Provost to discuss issues before the Senate and exchange of information; no minutes are recorded; updates the FSEC on topics discussed

TIME REQUIRED: depends on the topics/issues

14. Works with the Associate Provost for Faculty Development and Faculty Affairs

- Works with the Associate Provost for Faculty Development and Faculty Affairs concerning the Faculty Senate budget and issues before the Faculty Senate as well as the status of recommendations submitted to the Provost from the Faculty Senate; monitors the updating status of Faculty Handbook and inclusion of Provost approved recommendations from the Senate

NOTE: It is recommended that regular meetings be held by the Chair with the Associate Provost for Faculty Development and Faculty Affairs such as once a month to update the ongoing activities and to review the status of pending recommendations and tracking logs to assure that all recommendations are moving forward for completion of the review and approval process and that approved changes to the UAB Faculty Handbook are posted and the information is transmitted through the appropriate communication channels.

- Shares with the Associate Provost for Faculty Development and Faculty Affairs the agenda and minutes of the Faculty Senate Executive Committee with UAB President and Provost meeting as part of follow up because the Associate Provost is frequently the source of information identified as agenda items by the committee

TIME REQUIRED: 2 hours per month

15. Assures production of current Faculty Senate tracking logs in collaboration with the Secretary of the Senate

- Interacts with the Secretary of the Faculty and the Chairs of the Faculty Senate Standing Committees, Associate Provost for Faculty Development and Faculty Affairs, Senate Office Associate, and Chair of the Faculty Policies and Procedures Committee (FPPC) to maintain the Senate to Provost and Provost to Senate tracking log, the FPPC to Senate and Senate to FPPC tracking log and includes any memos from Provost sent to Chair or copied to Chair so that such correspondence is in the official records of the Senate

NOTE: The tracking logs are to be maintained as electronic files in the Faculty Senate Office as well as paper copies in binders to assure that all official correspondence is maintained. The Chair with the assistance of the Secretary is responsible for monitoring the status of all recommendations processed by the Senate and for keeping the tracking logs current. The Chair reviews the summary of pending recommendations and seeks feedback from the Provost on the status of pending recommendations.

TIME REQUIRED: 1 hour per month

16. Assumes responsibility for the Faculty Senate office and budget

- Assumes responsibility for the staffing of the Faculty Senate office
- Assumes responsibility for the budget allocated to the Faculty Senate
- Reviews quarterly budget reports with the Faculty Senate Executive Committee

TIME REQUIRED: 1 hour per month

17. Completes the annual performance evaluation for the Senate Office Associate

- Completes the annual performance evaluation for the Senate Office Associate in collaboration with Secretary of Faculty and Associate Provost for Faculty Development and Faculty Affairs
- Meets with the Senate Office Associate to review the evaluation and to discuss the planned goals for the coming year

TIME REQUIRED: 2 hours per year

18. Facilitates the transition of Faculty Senate officers and members

- Works closely with the Chair-Elect, Past-Chair, and Secretary to facilitate the transition of Senate officers and members during May through July
- Conducts orientation sessions for new Faculty Senate and Faculty Senate Executive Committee members

TIME REQUIRED: 2 hours during the months of May and June

19. Prepares and submits an annual report for the officer position

- In May, submits a report of finished business and pending topics to the Secretary

TIME REQUIRED: 1 hour per year

20. Reviews the job description for the officer position

- In May, reviews and submits an updated job description to the Secretary

TIME REQUIRED: 1 hour per year

21. Fosters relationships with Faculty Senate Presidents of the UAB System

- Fosters relationships with the Faculty Senate Presidents at [Huntsville and Tuscaloosa] University of Alabama System institutions as needed and when attending the Board of Trustees Meetings

TIME REQUIRED: 1 day per year

22. Attends the Alabama Higher Education Day

- Represents UAB at the Alabama Higher Education Day in Montgomery when schedule permits

TIME REQUIRED: 1 day per year

Last Revised June 2010