

APPENDIX C

Senator on the UAB Faculty Senate

Job Description

1. Serves as Senator for the academic unit on the UAB Faculty Senate from June 1 through May 31 [2 year term] ([C IV.4](#), [B I.2](#))
2. Attends all meetings of the Faculty Senate which are held on the second Tuesday of each month from 7:30 to 9:30 a.m. in the Administration Building ([SR 1-2](#))
3. Ensures representation for the academic unit by arranging for an Alternate Senator to attend Faculty Senate meetings when unable to attend a meeting ([B I.3.e](#), [B I.10.b](#), [B IV.1](#), [SR 3](#))
4. Participates on at least one of the standing committees of the Faculty Senate ([C IV.6](#))
5. Communicates Faculty Senate matters to constituents in the academic unit ([B I.7.d](#))
6. Solicits input from constituents in the academic unit for use in Faculty Senate deliberations ([C IV.6](#))
7. Represents the constituents in the academic unit in Faculty Senate deliberations ([C IV.6](#))
8. Serves as part of the nominating committee for the academic unit for elected positions on the Faculty Senate and the Faculty Policies and Procedures Committee ([B III.4](#))

APPENDIX C

Alternate Senator on the UAB Faculty Senate

Job Description

1. Serves as Alternate Senator for the academic unit on the UAB Faculty Senate from June 1 through May 31 [2 year term] ([C IV.4](#), [B I.2](#))
2. Attends meetings of the Faculty Senate at the request of a Senator in the academic unit who is unable to attend a meeting ([B I.3.e](#), [SR 4](#))
3. Encouraged to attend all meetings of the Faculty Senate which are held on the second Tuesday of each month from 7:30 to 9:30 a.m. in the Administration Building ([SR 1-2](#))
4. Participates on at least one of the standing committees of the Faculty Senate ([C IV.6](#))
5. Represents the constituents in the academic unit in Faculty Senate deliberations at the request of a Senator in the academic unit who is unable to attend a meeting ([C IV.6](#))
6. Solicits input from constituents in the academic unit ([C IV.6](#))
7. Serves as part of the nominating committee for the academic unit for elected positions on the Faculty Senate and the Faculty Policies and Procedures Committee ([B III.4](#))

APPENDIX C

Senate Liaison on the UAB Faculty Senate

Job Description

1. Serves as Senate Liaison for the academic unit on the UAB Faculty Senate from June 1 through May 31 [1 year term]
2. Serves as the point of contact for the Faculty Senate Executive Committee in communications with representatives from the academic unit ([B I.7.d](#))
3. Serves as the point of contact for the faculty in the academic unit to support collaboration, shared governance, and activities of the Faculty Senate that require input from the faculty ([B I.7.d](#))
4. Serves as the point of contact for communications with the faculty in the academic unit to solicit information requested by the Faculty Senate and/or to distribute Faculty Senate information to the faculty in the academic unit ([B I.7.d](#))
5. Serves as the point of contact for the nominating committee in the academic unit for soliciting nominations for elected positions on the Faculty Senate and the Faculty Policies and Procedures Committee ([B III.4](#))

APPENDIX C

Senator-at-Large on the UAB Faculty Senate

Job Description

1. Serves as Senator-at-Large on the UAB Faculty Senate from June 1 through May 31 [1 year term]
2. Serves on the Faculty Senate Executive Committee from June 1 through May 31 [1 year term] ([C VI.5](#))
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

TIME REQUIRED: 5 hours per month
4. Represents Senators and Alternate Senators on the Faculty Senate and the Faculty Senate Executive Committee
5. Assists the Faculty Senate Executive Committee with projects as needed

APPENDIX C

Senate Representative to University-wide Committee on the UAB Faculty Senate

Job Description

1. Serves as Senate Representative to the University-wide Committee on the UAB Faculty Senate from June 1 through May 31 [1 year term]
2. Serves on the University-wide Committee from June 1 through May 31 [1 year term]
3. Represents the Faculty Senate at meetings of the university-wide committee and presents views of the Faculty Senate as appropriate ([B II.1.c](#))
4. Reports to the Faculty Senate at meetings as appropriate for the university-wide committee ([B II.1.f](#))
5. Reviews the minutes and/or reports of the university-wide committee and notifies the Faculty Senate Executive Committee about items of interest or concern

APPENDIX C

FPPC Representative on the UAB Faculty Policies and Procedures Committee

Job Description

1. Serves as FPPC Representative for the academic unit on the UAB Faculty Policies and Procedures Committee from June 1 through May 31 [3 year term] ([B I.2](#), [B II.2.b](#))
2. Attends all meetings of the Faculty Policies and Procedures Committee which are held on the third Friday of each month from 7:30 to 9:30 a.m. in the Administration Building ([OR A.1](#), [OR A.3](#), [OR A.4.a](#))
3. Ensures representation for the academic unit by arranging for an alternate representative to attend Faculty Policies and Procedures Committee meetings when unable to attend a meeting ([OR A.2](#))
4. Participates with FPPC subcommittees addressing topics before the Faculty Policies and Procedures Committee ([OR A.4.d](#))
5. Reviews faculty policies and procedures at the academic unit level and the department level if written and approved documents are available to be able to contribute to the discussions on topics before the Faculty Policies and Procedures Committee and to bring issues from an unit to the Faculty Policies and Procedures Committee
6. Communicates with constituents in the academic unit ([OR A.4.b](#))
7. Reports to the faculty governance committee in the academic unit such as a Faculty Affairs Committee or other committee related to faculty policies and procedures ([OR A.4.c](#))
8. Serves as part of the nominating committee for the academic unit for elected positions on the Faculty Policies and Procedures Committee ([B III.4](#))