

## APPENDIX D

### Chair of Standing Committee on the UAB Faculty Senate

#### Curriculum & Research, Faculty Affairs, Finance, and Governance & Operations

#### Job Description

1. Serves on the Executive Committee of the UAB Faculty Senate from June 1 through May 31 [1 year term] ([C VI.5](#))
  
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. 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
  
3. Participates in orientation meetings
  - During June or July at a Faculty Senate Executive Committee meeting participates in an orientation session conducted by the Chair and the Secretary to review the Faculty Senate Constitution and Bylaws and the duties of the Standing Committee Chairs and to receive input on the pending issues of concern to the standing committee ([B II.3.c](#))
  - During July to September meets with the members of the standing committee to review the Faculty Senate Constitution and Bylaws and the functions and activities of the standing committee ([B II.3.c](#))

TIME REQUIRED: 2 hours per year

4. Participates in standing committee meetings

- Prior to each meeting of a standing committee and when notifying the members of a meeting, copies the Secretary with the information that indicates the time, place, and agenda for the meeting ([B I.4.b](#))
- Meets monthly with the members of the standing committee ([B I.4.c](#))  
A quorum for a meeting is four ([B II.3.e](#))
- Presides at the meetings of the standing committee. Standing committees may elect Vice-Chairs who are eligible to serve in the absence of Chairs and can represent the committee to the Faculty Senate Executive Committee and the Faculty Senate. ([B II.3.a](#))

TIME REQUIRED: 2 hours per month

5. Prepares and submits minutes and reports of standing committee meetings

- Prepares minutes and reports of standing committee meetings. The minutes should include matters considered and the decisions and actions at the meeting and should include the committee name, meeting date, members attending, agenda topics and summary of discussion or actions and motions, and identification of action items as a follow up from the meeting. ([B I.8.a](#))
- Submits minutes and reports of standing committee meetings to the Chair and copies the Secretary. The minutes and reports should be submitted prior to or at the Faculty Senate Executive Committee meeting. ([B I.4.c](#), [B II.1.b](#))
- Submits committee records including reports to the Faculty Senate to the Secretary and/or the Senate Office Associate ([B I.8.b](#))

TIME REQUIRED: 2 hours per month

6. Performs duties assigned to the chair of the standing committee

- Presents reports and recommendations related to the standing committee to the Faculty Senate as needed ([B II.3.d](#))

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- Consults with the Chair concerning matters of current interest to the standing committee ([B II.3.c](#))
- Communicates with university committees and councils in the areas of interest for the standing committee ([B II.3.c](#))

TIME REQUIRED: 2 hours per month

7. Reviews the duties of the standing committee

- Notifies the Chair and the Secretary of recommendations for modifications to the duties of the standing committee based on information from university committees and topics presented to the Faculty Senate and concerns presented by faculty members

TIME REQUIRED: 1 hour per year

8. Prepares and submits an annual report for the standing committee

- In May, submits a report of finished and unfinished business to the Chair-Elect ([B I.8.c](#))

TIME REQUIRED: 1 hour per year

9. Reviews the job description for the chair of the standing committee

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

TIME REQUIRED: 1 hour per year

## APPENDIX D

### Chair of the Curriculum and Research Committee on the UAB Faculty Senate

#### Job Description

1. Serves as Chair of the Curriculum and Research Committee on the UAB Faculty Senate from June 1 through May 31 [1 year term]
2. Performs the duties assigned to the Faculty Senate Standing Committee Chairs ([general duties](#))
3. Represents the Faculty Senate on appropriate committees
  - Serves as a representative for the Faculty Senate on the Academic Programs Council
  - Serves as a representative for the Faculty Senate on the Undergraduate Programs Council

TIME REQUIRED: 6 hours per month
4. Receives, reviews, and prepares documents related to the standing committee
  - Reviews matters and recommends policy pertaining to the curriculum and to the environment for learning and the dissemination of knowledge ([B II.5.a](#))
  - Receives reports from the UAB President and Provost regarding impending decisions pertaining to the curriculum and the environment for learning and the dissemination of knowledge ([B II.5.b](#))
  - Reviews the activities of university committees such as the Advisory Committee of the Graduate Council, Athletic Advisory Committee, Campus Planning Committee, Graduate Council, and Undergraduate Programs Council ([B II.5.c](#))

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- Receives, reviews, and prepares reports for the Faculty Senate Executive Committee and the Faculty Senate related to concerns within the interests of the standing committee ([B II.5.d](#))

TIME REQUIRED: 2 hours per month

5. Coordinates the review process for the UAB Faculty Development Grant Program following the guidelines provided by the Provost Office

- Receives, reviews, and revises the grant application document
- Sets the submission deadline for applications with input from the standing committee members
- Distributes copies of the grant applications
- Collects scorecards for the grant applications
- Prepares report for Provost Office of the grant awards

TIME REQUIRED: 6 hours per month during review process

## APPENDIX D

### Chair of the Faculty Affairs Committee on the UAB Faculty Senate

#### Job Description

1. Serves as Chair of the Faculty Affairs Committee on the UAB Faculty Senate from June 1 through May 31 [1 year term]
2. Performs the duties assigned to the Faculty Senate Standing Committee Chairs ([general duties](#))
3. Represents the Faculty Senate on appropriate committees
  - Serves as a representative (ex-officio) for the Faculty Senate on the UAB Faculty Policies and Procedures Committee ([B II.2.b](#))
  - Serves as a representative for the Faculty Senate on the UAB Sterne Library Faculty Grants Committee

TIME REQUIRED: 3 hours per month
4. Receives, reviews, and prepares documents related to the standing committee
  - Reviews matters and suggests policies relating to the welfare and responsibilities of faculty at the university ([B II.7.a](#))
  - Receives and reviews reports from the UAB President and Provost regarding impending decisions pertaining to terms and conditions of faculty employment, grievance procedures and due process of faculty personnel matters, performance expectations of faculty and administrators, and administrative structure ([B II.7.b](#))
  - Reviews the activities of university committees such as Termination for Cause Review Panel, University-wide Grievance Panel, and impaneled Grievance Hearing Committees ([B II.7.c](#))

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- Receives, reviews, and prepares reports for the Faculty Senate Executive Committee and the Faculty Senate related to concerns within the interests of the standing committee ([B II.7.d](#))

TIME REQUIRED: 2 hours per month

5. Participates in the evaluation of administrators

- Participates in the development, supervision, and intermittent administration of the periodic evaluations of academic administrators (Chairs, Deans, Library Directors, Vice Presidents, the Provost, and the President) by their constituents ([B II.7.e](#))

TIME REQUIRED: 3 hours per month during evaluation process

## APPENDIX D

### Chair of the Finance Committee on the UAB Faculty Senate

#### Job Description

1. Serves as Chair of the Finance Committee on the UAB Faculty Senate from June 1 through May 31 [1 year term]
2. Performs the duties assigned to the Faculty Senate Standing Committee Chairs ([general duties](#))
3. Represents the Faculty Senate on appropriate committees
  - Serves as a representative for the Faculty Senate on the UAB Fringe Benefits Committee

TIME REQUIRED: 2 hours per month
4. Receives, reviews, and prepares documents related to the standing committee
  - Reviews budgetary matters relevant to faculty well-being and the environment for research, learning, and information dissemination at the university ([B II.6.a](#))
  - Receives reports from the Vice President for Financial Affairs and Administration, the Provost, and the President regarding impending decisions about budgetary matters ([B II.6.b](#))
  - Reviews the activities of university committees such as the Campus Planning Committee and Fringe Benefits Committee ([B II.6.c](#))
  - Receives, reviews, and prepares reports for the Faculty Senate Executive Committee and the Faculty Senate related to concerns within the interests of the standing committee ([B II.6.d](#))

TIME REQUIRED: 2 hours per month

## APPENDIX D

### Chair of the Governance and Operations Committee on the UAB Faculty Senate

#### Job Description

1. Serves as Chair of the Governance and Operations Committee on the UAB Faculty Senate from June 1 through May 31 [1 year term]
2. Performs the duties assigned to the Faculty Senate Standing Committee Chairs ([general duties](#))
3. Reviews and interprets the organization and procedures of the Faculty Senate
  - Reviews the organization and procedures of the Faculty Senate and recommends changes it deems desirable in either the Constitution or the Bylaws ([B II.4.a](#))
  - Interprets the Constitution and Bylaws of the Faculty Senate ([B II.4.c](#))
  - Determines the constitutionality of the Bylaws and proposed amendments to the Bylaws ([B II.4.d](#))
  - Interacts with the Parliamentarian as needed ([B II.4.f](#))

TIME REQUIRED: 2 hours per month
4. Monitors attendance at Faculty Senate meetings
  - Considers the reasonableness of excess absences by a senator from Faculty Senate meetings and makes a recommendation when the position should be declared vacant ([B I.10.b](#), [B II.4.b](#))

TIME REQUIRED: 1 hour per quarter

5. Appoints and orients the senate liaison for each academic unit
- Appoints the senate liaison for each academic unit by June 1
  - Orients the senate liaison for each academic unit to the responsibilities of the position ([job description](#))

TIME REQUIRED: 2 hours during the month of May

6. Assists with the Faculty Senate elections process

- Assists the Secretary with the elections process for Chair-Elect, Secretary, Senators, and FPPC Representatives ([C VII.1](#), [B II.4.e](#))

TIME REQUIRED: 2 hours during the month of March