

APPENDIX A.2

Chair of the UAB Faculty Senate

Job Description

Tasks under #1 are duties that must be completed by the Chair-Elect prior to assuming the Chair on September 1. Note, the Chair will fill vacancies that occur in committees during the Chair's term.

1. Makes appointments and assignments for Faculty Senate positions and committees *(The following should be completed by the Chair-Elect prior to taking office as Chair.)*
 - a. With the advice of the outgoing FSEC, appoints the Chairs of the Faculty Senate Standing Committees, the Undergraduate Curriculum Committee and the Graduate Curriculum Committee (B II.2.b) *(by mid-May)*
 - b. With the advice of the FSEC, assigns the Senators and Alternate Senators to one of the Faculty Senate Standing Committees (B II.2.c) *(by mid-June)*
 - c. With the advice of the FSEC, identifies appropriate individuals to serve as Senate Representatives to University-Wide Committees [submits to the UAB President for approval](B II.1.d-g); *(Before July FSEC mtg, after standing cmte appointments are accepted; note: additional UWCs appointments may occur later in the year)*
 - d. Appoints the Parliamentarian as ex-officio member of Senate and FSEC (C III.4.a) *(Prior to the August faculty Senate meeting)*
 - e. Prior to the end of August, the incoming Chair conducts orientation sessions for new Faculty Senate members and for new Faculty Senate Executive Committee members

Below are duties of the Chair from September 1 - August 31.

2. Serves as Chair of the UAB Faculty and of the Faculty Senate and its Executive Committee from September 1 through August 31 [typically following 1 year as Chair-Elect] (C III.1, C III.3, C III.4.a, C IV.7, B I.2, B II.1.a)
3. Attends the University of Alabama System Board of Trustees (BOT) meetings

- a. Begins at September BOT meeting and ends at June BOT meeting
 - b. Attendance at the Board meeting is required, while attendance at BOT Committee meetings preceding the BOT meeting are optional
 - c. Presents a summary of the major BOT topics and decisions as part of the Chair's Report at the next Faculty Senate meeting
 - d. Gives a five to seven-minute presentation concerning faculty activities and concerns to the BOT at the meeting held at UAB in February
4. Participates in a series of fixed meetings
- a. Chairs the monthly Faculty Senate meeting
 - b. Chairs the monthly Faculty Senate Executive Committee meeting
 - c. Chairs the monthly Faculty Senate Executive Committee with UAB President and Provost meeting
 - d. Attends Deans Council meetings when invited by the Provost, and the President's meeting with the Deans, when invited
 - e. Meets monthly with Provost along with the past Chair and Chair-Elect
 - f. Meets monthly with President
5. Presides at meetings of the Faculty Senate (C III.4.a)
- 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 Past Chair (B I.9) to preside in absences
6. Develops the agendas for Faculty Senate meetings (C III.4.a)
- a. Develops the agenda for the Faculty Senate meeting in collaboration with the Executive Committee and Associate Chair of Senate; invites presenters and indicates time allotted on the agenda and clarifies the nature and goals of the presentation and feedback/advisement session and obtains permission for presentation to be posted on the Senate web page

NOTE: The agenda for the Faculty Senate meeting is drafted by the Associate Chair and sent to the Chair for edits and approval. The Chair confirms the agenda to the Associate Chair and the Faculty Senate Office Associate, so that it can be distributed to appropriate individuals (Senators and UAB eReporter) and posted to appropriate web sites (Senate webpage, which feeds to the Faculty webpage).

- b. Develops the agenda for the Faculty Senate Executive Committee meeting in collaboration with the Associate Chair of the Faculty

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

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

NOTE: The draft of the expanded agenda [with narrative background for each of the agenda items], which is drafted by the Associate Chair following the Faculty Senate Executive Committee meeting discussion is sent to the Chair of Faculty as a draft seeking feedback. This process is to be completed as soon as possible and any revisions made before sending the agenda to the appropriate individuals (see next note).

The notification of the meeting to the President and Provost should include the agenda with narrative, the agenda for the next Senate meeting and any motions/attachments that are on the next Senate agenda for discussion/vote.

NOTE: Expanded agenda including narrative for each question or item included on the agenda for this meeting is sent by Friday following the monthly Faculty Senate Executive Committee meeting to the President and Provost (including their assistants)

- 7. Reviews the drafts of minutes for Faculty Senate meetings

- a. Reviews the drafts of minutes for the Faculty Senate and Faculty Senate Executive Committee meetings and gives timely feedback to the Associate Chair and Office Associate for corrections and follow up on action items
 - b. Reviews/corrects the drafts of minutes for the Faculty Senate Executive Committee with UAB President and Provost meeting, which are prepared by the Associate Chair of the Senate and sent out for review/approval to all meeting participants.
- 8. Invites the UAB President to the State of the University address (C II.3, B I.1)
 - a. No later than the August Faculty Senate Executive Committee Meeting with UAB President and Provost, the Chair shall invite the UAB President to present the annual State of the University address in mid or late October. The Chair shall work with the Director of Executive Affairs/Board Liaison to determine date/possible dates and venue for the presentation
- 9. Coordinates the dissemination of information items
 - a. Coordinates the dissemination of information items to faculty members and/or Senate members by working with the Associate Chair and/or the Senate Office Associate
- 10. Represents the Faculty Senate on appropriate committees
 - a. Serves on university executive-level committees as appointed by the President or Provost
 - b. Serves on other committees as deemed appropriate for Faculty Senate representation and participation (may be appointed to committees by the UAB President)
- 11. Works collaboratively with the Faculty Senate Executive Committee
 - a. Works collaboratively with the Officers of the Faculty Senate and the Senate Office Associate
 - b. Works collaboratively with the Chairs of the Faculty Senate Standing Committees

- c. May attend meetings of the Faculty Senate Standing Committees, especially when determined necessary by the issues before the committees
- 12. Deals with ad hoc questions and issues
 - a. Deals effectively, objectively, and quickly with any ad hoc questions and issues as they arise from faculty members, Senators, President, Provost, Senior Vice Provost, and others
 - b. Seeks assistance from appropriate resources in determining the disposition of such questions and issues
- 13. Meets with the UAB President and Provost to address matters
 - a. 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
- 14. Works with the Provost/Senior Vice Provost
 - a. Works with the Provost/Senior Vice Provost concerning the Faculty Senate budget and issues before the Faculty Senate and the status of recommendations submitted to the Provost from the Faculty Senate; monitors the updating status of Faculty Handbook and the inclusion of Provost approved recommendations from the Senate

NOTE: It is recommended that at the regular meetings of the Chair with the Provost/Senior Vice Provost, the Chair update them on ongoing activities and reviews 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.
 - b. Shares with the Provost the agenda and minutes of the Faculty Senate Executive Committee Meeting with UAB President and Provost, as part of

follow up because the Provost is frequently the source of information identified as agenda items by the committee

15. Indicates to the Senate Office Associate if the need arises to create or to add information to a Senate correspondence tracking log, regarding official recommendations and/or memos exchanged between the Senate, or the Committees, and Administration.
16. Assumes responsibility for the Faculty Senate office and budget
 - a. Assumes responsibility for the staffing of the Faculty Senate office
 - b. Assumes responsibility for the budget allocated to the Faculty Senate
 - c. Reviews quarterly budget reports with the Faculty Senate Executive Committee
17. Completes the annual performance evaluation for the Senate Office Associate
 - a. Completes the annual performance evaluation for the Senate Office Associate and meets with the Senate Office Associate to review the evaluation and to discuss the planned goals for the coming year (Usually during the summer)
 - b. Submits the signed Evaluation to the Office of the Provost
18. Facilitates the transition of Faculty Senate officers and members
 - a. Works closely with the Chair-Elect, Past-Chair, and Associate Chair to facilitate the transition of Senate officers and members during August and September
19. Prepares and submits an annual report for the officer position
 - a. At end of term, submits a report of finished business and pending topics to the Associate Chair

20. Reviews the job description for the officer position
 - a. At end of term, reviews and submits an updated job description to the Associate Chair
21. Fosters relationships with Faculty Senate Presidents of the UA System
 - a. Fosters relationships with the University of Alabama System Faculty Senate Presidents [Huntsville and Tuscaloosa] as needed and when attending the Board of Trustees Meetings
22. Attends the Alabama Higher Education Day
 - a. Represents UAB at the Alabama Higher Education Day in Montgomery when schedule permits
23. The Chair's department shall receive a subsidy of \$10,000 to offset their effort as Chair (see below).

ADDENDUM – ADDED JUNE 5, 2012

From: Suzanne E Austin

Sent: Monday, June 04, 2012 10:54 AM

To: Bryan D Noe; David R Klock; Deborah L Voltz; Doreen C Harper; Harold P Jones; Linda C Lucas; Max Michael III; Melinda M Lalor; Michael S Reddy; Ray L Watts; Rodney Nowakowski; Thomas M DiLorenzo; Anne C Smith; Rebecca L Ingalls; Dawn M Grill; Donna Scott; Jane Lucas; Kathryn A Lowe Tubbs; Mary G Foster; Thomas J Harris; Tina B Bryant; Vickie W Ray; Victoria Miller

Cc: John C Chatham; Julio C Rivera; Linda C Lucas; Suzanne E Austin; Michael A Froelich

Subject: Faculty members who serve as Chair of the UAB Faculty Senate

In recognition of the major commitment of time and energy involved in serving as Chair of the Faculty Senate, the Office of the Provost will be providing a \$10,000 subsidy to the department of the individual who serves in that capacity beginning with academic year 2012-13. The intent of this subsidy is to allow department chairs to adjust the regular workload of these individuals in order to free up some of their time for this important leadership role.

As you know, leadership of the Faculty Senate alternates between the professional and academic schools and this year, the Chair is Julio Rivera from the School of Business. Next year, the Chair will be Michael Froelich from the School of Medicine. It is our hope that this subsidy will strengthen support of Faculty Senate leadership by department chairs and deans.

Please let me know if you have any questions.

Suzanne Austin
Vice Provost for Student and Faculty Success
Professor of Epidemiology
University of Alabama at Birmingham
Birmingham, AL 35294
Phone: 205-934-6290
Fax: 205-934-2047

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