

## APPENDIX A.1

### Chair-Elect of the UAB Faculty Senate

#### Job Description

1. Serves as Chair-Elect of the UAB Faculty Senate from September 1 through August 31 [first year of 3 year term] (C III.1, C III.3, C IV.7, , B I.2, B II.1.a)
2. May attend University of Alabama System Board of Trustees meetings
  - Participation is determined by invitation to the board meetings by the UAB President
  - Begins at the fall board meeting and ends at the summer board meeting
3. Participates in a series of fixed meetings
  - Attends the monthly Faculty Senate meeting
  - Attends the monthly Faculty Senate Executive Committee meeting
  - Attends the monthly Faculty Senate Executive Committee with UAB President and Provost meeting
  - Attends the monthly meeting with the Provost along with Past and Current Chairs of the Faculty Senate
4. Presides at meetings in the absence of the Chair (C III.4.b)
  - Presides at meetings of the Faculty Senate, Faculty Senate Executive Committee and Faculty Senate Executive Committee with the President and Provost in the absence of the Chair

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5. Represents the Faculty Senate on appropriate committees
  - Serves on other committees as appropriate for Faculty Senate representation and participation
6. Collaborates on Faculty Senate business
  - Collaborates with appropriate individuals on Faculty Senate business
7. Works on Faculty Senate projects
  - Works on Faculty Senate projects as needed
8. Reviews the Faculty Senate annual reports (B I.8.c)
  - Requests the Faculty Senate annual reports [September Senate meeting] from the Associate Chair and reviews the reports prior to the term as Chair; develops listing of goals for the coming term as Chair
9. Makes appointments and assignments for Faculty Senate positions and committees following completion of the elections process preceding starting Chair position. (See Chair position description, Appendix A2.10, for details)
10. Reviews the job description for the Chair-elect position
  - At end of term, reviews and submits an updated job description to the Secretary
11. Prepares the Resolution of Recognition for the outgoing Chair of Faculty to be presented at the August President's Reception of the Faculty Senate and at the September Senate meeting.

*Last Revised June 2020*