

APPENDIX A.3

Past-Chair of the UAB Faculty Senate

Job Description

1. Serves as Past-Chair of the UAB Faculty Senate from September 1 through August 31 [third year of 3 year term] (C III.1, C III.3, C IV.7, , B I.2, B II.1.a)
2. 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
3. Presides at meetings in the absence of the Chair and the Chair-Elect (B I.9)
 - Serves as President Pro Tempore as needed
 - Presides at meetings of the Faculty Senate, the Faculty Senate Executive Committee, and the Faculty Senate Executive Committee meetings with the President and Provost in the absence of the Chair and the Chair-Elect
4. Represents the Faculty Senate on appropriate committees (C III.4.d)
 - Serves on other committees as appropriate for Faculty Senate representation and participation
5. Supports the Faculty Senate as an officer (C III.4.d)
 - Serves as a resource for Faculty Senate Office operations

Faculty Senate

6. Works on Faculty Senate projects (C III.4.d)
 - Works on Faculty Senate projects as needed and when requested by the Chair

7. Collaborates on Faculty Senate business (C III.4.d)
 - Collaborates with appropriate individuals on Faculty Senate business

8. Prepares and submits an annual report for the Past-chair position
 - At end of term, submits a report of finished business to the Associate Chair

9. Reviews the job description for the Past-chair position
 - At end of term, reviews and submits an updated job description to the Associate Chair

10. If requested, assists the Chair-elect in preparing 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.

11. Manages periodic evaluations of academic administrators as defined by the Faculty Senate Executive Committee

Last Reviewed June 2020