

APPENDIX A.4

Associate Chair of the UAB Faculty Senate [Associate Chair of the Faculty; Associate Chair of the Senate]

Job Description

1. Serves as Associate Chair of the UAB Faculty Senate from September 1 through August 31 [1-year term] (C III.1, C III.3, C IV.7, C VI.5, B I.2)
2. Participates in a series of fixed monthly meetings, which define the monthly cycle of Senate activities:
 - Attends the Faculty Senate Executive Committee meetings on the fourth Tuesday of each month from 12:00 to 1:30 p.m.
 - Attends the Faculty Senate Executive Committee with UAB President and Provost meetings on the first Tuesday of each month from 8:00 to 9:30 a.m.
 - Attends the Faculty Senate meetings on the second Tuesday of each month from 7:30 to 9:15 a.m.
3. Records the minutes of all FSEC and Faculty Senate meetings (C III.4.c, B I.7.c)
 - With the assistance of the Senate Office Associate, records (audio recording is not permitted) and prepares minutes of the Faculty Senate Executive Committee (FSEC) meetings and distributes them to the Chair, the FSEC committee members and collaborators/presenters for review and approval; review and approval are by e-mail, with the e-mail indicating that no reply inside the given deadline for reply – one calendar week after the request for review - is interpreted as approval; ensures that the finalized minutes are distributed to the Chair, all FSEC members and collaborators/presenters, posted to the Senate page and saved on the Senate common drive
 - Records (audio recording is not permitted) and prepares the minutes of the Faculty Senate Executive Committee with UAB President and Provost meetings; send the draft to all participants for review and

approval; review and approval are by e-mail, with the e-mail indicating that no reply inside the given deadline for reply - one calendar week after the request for review - is interpreted as approval; after approval the finalized minutes are forwarded to the Senate Office Associate for distribution to all meeting participants, posting on the Senate web page and saving on the Senate common drive

- With the assistance of the Senate Office Associate, records (audio recording is not permitted) and prepares the minutes of the Faculty Senate meetings and ensures distribution to the Chair, Senate members and collaborators/presenters for review and approval; review and approval are by e-mail, with the e-mail indicating that no reply inside the given deadline for reply - one calendar week after the request for review - is interpreted as approval; ensures that the finalized minutes are distributed to the Chair, Senate members and collaborators/presenters, posted on the Senate web page and saved on the Senate common drive
4. Two calendar weeks before each meeting, sends out requests for agenda items, reports, etc. For the FSEC meeting, to the members of the FSEC committee. For the FSEC meeting with the President and the Provost and the Senate meeting also to all Senate members.
5. Prepares the agendas for all FSEC and Faculty Senate meetings (C III.4.c)
- Works with the Chair and the FSEC to develop and finalize the agenda for the monthly Faculty Senate Executive Committee meetings and, assisted by the Office Associate, distributes the agenda with attachments to the committee members

Works with the Chair and the FSEC to develop the agenda draft [with narrative background for each of the agenda items] for the monthly Faculty Senate Executive Committee with UAB President and Provost meetings. The Chair is in charge of finalizing the agenda and submitting it to all participants assisted by the Office Associate

NOTE: The draft of this agenda, which is developed by the Associate Chair following the Faculty Senate Executive Committee meeting discussion, is sent to the Chair as a draft. This process and any revisions made before sending the agenda to the Chair for final approval and submission, is to be completed by noon of the day after the monthly Faculty Senate Executive Committee meeting

NOTE: Finalized agenda for this meeting, including the narrative for each question or item included on the agenda, is sent by the Chair to the President and the Provost (including their assistants) by noon of the day after receiving the draft from the Associate Chair. This gives enough time to the President and the Provost to work on the questions/items in the agenda

- Works with the Chair and the FSEC to develop and finalize the agenda for the monthly Faculty Senate meetings and, assisted by the Office Associate, distributes them to the Senate members together with the attachments. The Office Associate posts on web page for linking with UAB eReporter (B I.5.b); these files are posted on the Senate web page and saved on the Senate common drive
6. In collaboration with the Senate Office Associate, monitors attendance at Faculty Senate meetings
(C III.4.c)
- Works with the Senate Office Associate to ensure the availability of the sign in sheet for the Faculty Senate meeting attendees
 - Works with the Senate Office Associate and the Chair of the Governance and Operations Committee to verify that each academic unit is properly represented at the Faculty Senate meetings
 - Works with the Senate Office Associate to ensure that the names and affiliations of attendees at each Faculty Senate meeting is recorded correctly in the minutes, noting members absent with justification (B I.10.a)
 - The Governance and Operations Committee reviews quarterly the attendance records and identifies any concerns for lack of unit representation at Senate meetings. (B I.10.b, B IV) and report them to the FSEC. The Associate Chair will act accordingly to resolve this lack of representation by contacting the Senators and Alternates of the affected unit
7. Oversees the Faculty Senate elections (C III.4.c)
- Serves as Chair of the Faculty Senate Elections Committee (C VII.1)

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- Solicits nominations and conducts the elections with the support of the Senate Office Associate for Chair-Elect and Associate Chair of the Faculty Senate and for Senators and Alternates (B II.2.b, B III)
 - Solicits nominations and conducts the election for the two Senator-at-Large positions on the Faculty Senate Executive Committee during the August and September Faculty Senate meetings
 - Solicits nominations and processes approval for vacant positions when needed (C III.4.b, C III.4.c, C III.4.d, B IV.2, B IV.4)
 - Maintains counts/tallies and reports from each annual election on the common drive and ensures retention of voting results to support filling of vacancies by nominees in order of highest counts received; this method of filling vacancies minimizes the number of special elections (C III.4.c, C III.9)
 - Works with Senate Office Associate to ensure notification to all current and newly elected Senate members of the President's reception held in August or September
8. In collaboration with the Office Associate, maintains the official copy of the Faculty Senate Constitution, Bylaws, and Appendices (C III.4.c)
- Reviews the Faculty Senate Constitution, Bylaws, and Appendices in conjunction with the activities of the Faculty Senate Governance and Operations Committee
 - Assists with the presentation of recommended revisions to the Faculty Senate Constitution and Bylaws to the Senate members and to all faculty members when Constitution amendments are under review
 - Incorporates approved revisions into the official copy of the Faculty Senate Constitution, Bylaws, and Appendices; maintains the latest approved versions on the Senate web page and on the common drive
 - Requests updated job descriptions from Faculty Senate Executive Committee members and adds the updated job descriptions to the Appendices of the Faculty Senate Constitution and Bylaws; updated Appendices are posted to the Senate web page and on the Senate common drive
9. Assists the Office Associate with updating the Faculty Senate web page

- Forwards the agendas and minutes for the Faculty Senate and the Faculty Senate Executive Committee meetings to the Senate Office Associate for posting on the Faculty Senate web page and the Senate common drive (B I.7.c)
 - Forwards the annual reports from the Faculty Senate Standing Committee Chairs, Senate representatives in University-wide committees and the Faculty Senate Officers to the Senate Office Associate for posting on the Faculty Senate web page and Senate common drive
 - Works with the Senate Office Associate to post and update information on the Faculty Senate web page and the Senate common drive as needed
 - Interacts with Chair and Vice Chair of FPPC to ensure that the Office Associate is obtaining the agendas and minutes from the FPPC for posting on Senate page and saving on the common drive and that Office Associate is maintaining the tracking log for the FPPC of FPPC recommendations to the Senate
 - Meets with Chair and Office Associate as needed to ensure that the operations of the Senate office are occurring in a timely manner and to ensure accuracy and currency of posted information and that preparations for meetings is timely
10. Places Faculty Senate documents into the University Archives (C III.4.c)
- Compiles important Faculty Senate documents including the agendas and the minutes for all meetings and gives the documents to the Office Associate for forwarding to the University Archives after retention in the Faculty Senate Office for five years (B I.7.c)
11. Prepares and submits an annual report for the officer position
- In August, submits a report of activities completed during the past year and lists the activities that are in progress for the incoming Associate Chair

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12. Reviews the job description for the Senate Office Associate

- In July, reviews and submits an updated job description if needed

Addendum to Position Request Form

Description of Duties of Office Associate II - Faculty Senate Office

I. Summary of Position:

Provide assistance to the Faculty Senate, FPPC Committee and the standing committees of the Senate (Finance, Faculty Affairs, Executive Committee, Governance & Operations, Curriculum and Research). Serve as central distribution point for all Faculty Senate activities.

As time allows assist with Faculty Development Events.

II. Functions Performed

Responsibility 1: 25% of time

1. Maintain Faculty Senate records & track all correspondence (chair and secretary) including using spreadsheets, databases, official copies of minutes, memos, resolutions etc.;
2. Maintain senate budget & accounting records;
3. Maintain confidential info. related to evaluations & elections

Responsibility 2: 15% of time

Maintain and update Faculty Senate website and BlazerNET channel(s)

Responsibility 3: 10% of time

Administer Faculty Senate yearly elections in collaboration with the secretary of the Faculty Senate. Election process requires preparation of a web-based voting responsibility and responsibility of creating ballots – links – and notifying faculty about elections. Responsible for retrieving information for results.

Responsibility 4: 20% of time

Schedule meetings and reserve rooms for Faculty Senate and standing committees. Coordinating catering and parking. Set up and clean up before/after meetings.

Responsibility 5: 15% of time

(Seasonal) Assist in coordinating evaluations for the Deans, Chairs, President and Provost, working in collaboration with the Chair of Faculty Affairs Committee and Chair of the Faculty. Maintain records on a confidential level.

Responsibility 6: 15% of time

1. Attend meetings and take notes for Senate-FPPC-Executive Committee;
2. In collaboration with secretary finalize minutes for all meetings
3. Send UAB REPORTER agenda-Senate, summary & notification of meetings

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13. Meets regularly with the Chair and the Senate Office Associate to review the work of the Senate and to ensure that operations are current; reviews the activities and datelines for operations of the Senate office; Chair is responsible for assuring that the Office Associate performs assigned task as outlined in the Office Associate duties file
14. Works with the Chair of the Faculty and the Associate Provost for Faculty Affairs and Faculty Development to complete the annual evaluation process for the Senate's Office Associate
15. Works with newly elected Associate Chair to complete orientation to tasks and ensure orderly transition of Senate office and duties of the Associate Chair during August through September

Last Revised July 2020

Associate Chair of the UAB Faculty Senate
[Associate Chair of the Faculty; Associate Chair of the Senate]

Activities by the Week of the Month

Week One of the Month

1. Attends the Faculty Senate Executive Committee with UAB President and Provost meeting
 - Responsible for the minutes of this meeting. The draft is sent to all participants for review and approval. Review and approval are by e-mail, with the e-mail indicating that no reply inside the given deadline for reply – one calendar week after the request for review - is interpreted as approval
 - The finalized minutes are then forwarded to the Office Associate for distribution to all participants and posting on the Faculty Senate web page and saving on the Senate common drive

2. Prepares and forwards the draft agenda for the Faculty Senate meeting as discussed at the FSEC meeting
 - Prepares the draft agenda for the Faculty Senate meeting using the agenda template
 - Forwards the agenda to the Chair / FSEC / Office Associate for review and generate finalized agenda
 - Send finalized agenda to Chair / Office Associate for posting to Senate page and UAB eReporter.
 - Faculty Senate Agenda Template (indicative): Meeting Information[Date, location, time]; Call to Order; Recognition of Visitor and Guests (Non-members of the Senate); Recording Declaration; Chair Report; President or Provost Report; Presentation-Collaboration Sessions; New Business; Old Business; Items for Discussion and/or Vote; Open Forum; Senate Standing Committees & Senate Representatives on University-wide Committees Reports; Listing of Senate Standing Committees and their Chairs; Announcements; Calendar of next meetings, and Adjournment

3. Forwards the finalized agenda and attachments for the Faculty Senate meeting to the Senate Office Associate
 - Forwards the finalized agenda for the Faculty Senate meeting to the Senate Office Associate so the agenda can be posted on the Faculty Senate web page and to the UAB eReporter Editor. The agenda must be submitted by the Office Associate to the UAB eReporter Editor according to the identified schedule for getting items published. At this time, the submission deadline for the UAB eReporter is a request for permission to have item published 48 hours in advance for the Friday edition and for the Tuesday edition
 - The Senate Office Associate sends the Senate meeting announcement to all on the Senate and administration email distribution list along with the agenda and other attachments to be utilized during the Senate meeting; this meeting announcement is distributed 3-4 business days prior to the Senate meeting. Senate confidential attachments are sent separately to Senate members only.

Week Two of the Month

1. Attends the Faculty Senate meeting
 - The Senate Office Associate brings the sign in sheet to the Faculty Senate meeting. Before the meeting starts, the Associate Chair, using the sign in sheet, verifies if a quorum is present (July 2020: 21 members including the officers is a quorum for official actions) and informs the Chair
 - Obtains one copy of each handout for attachment to the minutes of the Faculty Senate meeting and obtains electronic files. These are sent to the Office Associate to be included in the minutes
 - Assisted by the Office Associate, records the minutes of the Faculty Senate meeting following the agenda headings and the current minutes' template. Records the time the meeting started and adjourned. Records the quorum status to ensure that voting is in compliance with the Bylaws
2. Prepares and distributes the minutes of the Faculty Senate meeting

- In collaboration with the Senate Office Associate, prepares a draft of the minutes of the Faculty Senate meeting using the minutes' template inside three business days from the meeting of the Senate and forwards the minutes to the Chair, Senate members and collaborators/presenters for review, revision, and approval. Specific questions or requests for clarification may be sent to collaborators/presenters, Senate members or guests that spoke at the meeting if needed. The review and approval are by e-mail, with the e-mail indicating that no reply inside the given deadline for reply – one calendar week from the request to review and approval - is interpreted as approval;

Minutes Template (indicative): Meeting Information [date, time, location], Attendance [attending by unit and listing of those who reported absence with notification and guests], Call to Order and Quorum Status, Recognition of Visitors and Guests, Recording Declaration, Motions at the Meeting, Chair Report, President or Provost Report, Presentations, Old Business, New Business, Items for Discussion and/or Vote, Open Forum, Standing Committee Reports, University Committee Reports, Announcements, Review of Action Items for Current Senate Meeting, Review of Action Items for Previous Senate Meetings, Materials Distributed, Adjournment, Closing Statement, and Attachments. The attachments should include handouts and letters that have been forwarded to the Faculty Senate from the Faculty Policies and Procedures Committee and memos with attachments to the Provost from the Faculty Senate

The closing statement is as follows: Associate Chair NAME prepared this DRAFT of the minutes on DATE. After completion of the review and approval process, conducted by e-mail, the finalized minutes will be posted on the Senate page. Instructions how to access meeting agendas and minutes of the Senate meetings are available on the Senate page at <https://www.uab.edu/faculty/senate/information>.

3. Forwards the approved minutes of the Faculty Senate meeting to the Senate Office Associate
 - Forwards the approved minutes of the Faculty Senate meeting to the Senate Office Associate for posting on the Faculty Senate web page and saving on the Senate common drive.

The closing statement of the finalized minutes is as follows: Associate Chair NAME, after completion of the e-mail review and approval process, prepared these finalized minutes on DATE. These finalized minutes will appear on the Senate web page. Instructions how to access meeting agendas and minutes of the Senate meetings are available on the Senate page at <https://www.uab.edu/faculty/senate/information>

4. Sends email to FSEC members to request submission of agenda items, reports, etc. for the incoming FSEC meeting two calendar weeks before the FSEC meeting

Week Three of the Month

1. Sends email to all Senate members to request submission of agenda items, reports, etc. for the FSEC meeting with the President and the Provost two calendar weeks before the FSEC meeting with the President and the Provost
2. Prepares and forwards the draft agenda for the Faculty Senate Executive Committee meeting
 - Prepares the draft agenda for the Faculty Senate Executive Committee meeting in collaboration with the Chair and the FSEC members. This requires a review of the minutes from the various meetings to identify pending issues and topics, review done in collaboration with the Senator-at-large co-responsible for this review. The draft agenda should include items for the Faculty Senate Executive Committee meeting, the Faculty Senate Executive Committee with UAB President and Provost meeting, and the Faculty Senate meeting. An updated list of possible collaborators/presenters, topics of their presentations, and presentation dates is also included as attachment for the determination of the collaborators/presenters in the incoming and the following Senate meetings
 - FSEC Agenda Template (indicative): Meeting Information [date, time, location], Chair report, Finalize presentation-collaboration sessions for incoming Senate meeting; Planning presentation-collaboration sessions for the following Senate meeting and long term; Urgent business needing discussion/Business coming from committees/Business to delegate to committees; Committee Reports; Any important, time-sensitive report regarding a university-wide committee that can't wait until the Senate meeting?; Updates from

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subcommittees; Agenda development/meeting planning for Faculty Senate Executive Committee with UAB President and Provost meeting and for Faculty Senate Meeting, Any needed agenda item identified by the topic-training Senator-at-Large?; Announcements; and Adjournment

3. In collaboration with the Office Associate, distributes the finalized agenda and handouts for the Faculty Senate Executive Committee meeting. Obtains from the topic-tracking Senator-at-Large the list of possible collaborators/presenters and any other item of interest for the FSEC to include in the incoming FSEC meeting with the President and the Provost and the Senate meeting agendas, Standing Committee reports and other material from FSEC members, presentation material from collaborators/presenters and guests
 - Distributes the finalized agenda for the Faculty Senate Executive Committee meeting and any handouts to the committee members before the meeting

Week Four of the Month

1. Distributes any last-minute update to the agenda and handouts for the Faculty Senate Executive Committee meeting
2. Sends email to all Senate members to request submission of agenda items, reports, etc. for the incoming Senate meeting two calendar weeks before the Senate meeting
3. Attends the Faculty Senate Executive Committee meeting; Obtains electronic file of each report for attachment to the minutes of the Faculty Senate Executive Committee meeting
 - Records the minutes of the Faculty Senate Executive Committee meeting following the agenda headings and minutes template
4. Prepares and forwards the minutes of the Faculty Senate Executive Committee Meeting
 - In collaboration with the Office Associate, prepares the minutes of the Faculty Senate Executive Committee meeting using the agenda headings and the minutes' template and forwards the minutes to all participants with request for review and approval and attention to action items; collects comments and feedbacks and generates the

finalized minutes. The review and approval are by e-mail, with the e-mail indicating that no reply inside the given deadline for reply – one calendar week from the request to review and approval - is interpreted as approval;

- FSEC Minutes Template: Meeting Information [date, time, location], Attendance, Call to Order, Motions at the Meeting; Chair report, Finalize presentation-collaboration sessions for incoming Senate meeting; Planning presentation-collaboration sessions for the following Senate meeting and long term; Urgent business needing discussion/Business coming from committees/Business to delegate to committees; Committee Reports; Any important, time-sensitive report regarding a university-wide committee that can't wait until the Senate meeting?; Updates from FSEC subcommittees; Agenda development/meeting planning for Faculty Senate Executive Committee with UAB President and Provost meeting and for Faculty Senate Meeting, Any needed agenda item identified by the topic-training Senator-at-Large?; Announcements; Review of Action Items for Current Faculty Senate Executive Committee Meeting; Review of Action Items for Previous Faculty Senate Executive Committee Meeting; Materials Distributed, Adjournment; Closing Statement; and Attachments

The closing statement is as follows: These minutes were prepared by Associate Chair NAME on DATE

The attachments should include handouts and letters that have been forwarded to the Faculty Senate from the Faculty Policies and Procedures Committee; reports from Committee Chairs and all reports considered by the Executive Committee

5. Forwards the approved minutes of the Faculty Senate Executive Committee meeting to the Chair / Office Associate
 - Forwards the approved minutes of the Faculty Senate Executive Committee meeting to the Office Associate for posting on the Faculty Senate web page and saving on the Senate common drive

ELECTION ACTIVITIES

1. Serves as Chair of the Faculty Senate Elections Committee

- Maintains records of the Senate elections with contents posted on Senate common drive
- Maintains Appendix F – elections on the Senate web page
- Solicits nominations and conducts the elections for Chair-Elect and Associate Chair of the Faculty Senate and for Senators and Alternates following the timelines and processes set in Appendix F; Works with Office Associate to conduct the election electronically and prepare all required election results reports that are saved on the Senate common drive
- Solicits nominations and conducts the election for the two Senator-at-Large positions on the Faculty Senate Executive Committee at the August and September Faculty Senate meeting.
- Solicits nominations and conducts special elections for vacant positions as needed.

Constitution and Bylaws Activities

1. Reviews the Faculty Senate Constitution and Bylaws, in conjunction with the activities of the Governance and Operations Committee
 - Reviews the Faculty Senate Constitution and Bylaws in conjunction with the activities of the Governance and Operations Committee.
 - In collaboration with the Governance and Operations Committee, requests updated job descriptions from Faculty Senate Executive Committee members during the month of July.
 - In collaboration with the Governance and Operations Committee, reviews and updates the Faculty Senate Constitution, Bylaws, and Appendices as needed.
2. Maintains the official copy of the Senate Constitution and Bylaws with the Appendices on the common drive and ensures that the current official copy is linked to the Senate page for public access.

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