

APPENDIX D

D.7 Chair – Faculty Policies and Procedures Committee Job Description

A. Chair: Election and Duties

1. Term

The term of the Chair shall be September 1 to August 31 of the next year. The retiring Chair will have the title of ex-officio past-chair until another new Chair is appointed.

2. Voting Privileges

Votes by the Chair will be in accordance with *Robert's Rules of Order*, newest edition.

3. Chair of the FPPC Communications with Chair of the Faculty Senate /Vice Provost for Student and Faculty Success

The Chair of the FPPC is responsible for preparing cover letters and copy of any recommendations that the FPPC is forwarding to the Senate. These documents must be copied to the Associate Chair of the Senate, the Senate Office Associate (entered in the FPPC tracking log), and the Chair-elect of the Faculty. The Chair must finalize all recommendations and proposed changes to any section of the *Faculty Handbook* prior to forwarding to the Senate. All FPPC letters (recommendations to the Senate) must be attached to the minutes of the FPPC meeting when the decision was made to forward the recommendation to the Senate.

The Chair of the FPPC is responsible for preparing a cover letter and a tracking document for sections of the Faculty Handbook and/or UAB policies and procedures reviewed by the FPPC. Changes determined to be solely of an editorial/updating nature will be so identified. If substantive changes are made or proposed, following review by the Provost and Vice Provost, the relevant policies or procedures will be returned to the FPPC for review before submission to the Faculty Senate for consideration.

The Chair of the FPPC is responsible for maintaining a tracking log (copy to Senate Office Associate) of all correspondence from the FPPC to the Senate /Chair of Faculty, copy to Senate Associate Chair for Senate recommendations and from FPPC to Vice Provost and to document receipt of all correspondence from Senate Chair or Vice Provost.

4. Chair Duties

- a. Invite all permanent ex-officio members to serve during the June to May term. [Membership section A.2.b]
- b. Prepare cover letter to accompany approved recommendations being forwarded to the senate. These documents should be addressed to the Chair of the Senate and must be copied to the Associate Chair of the Senate, the Senate Office Associate, and the Chair-Elect of the Senate.
- c. Ensure the maintenance of tracking document for sections of the Faculty Handbook and/or policies and procedures reviewed by the FPPC. All correspondences to and from the FPPC should be indicated in the tracking log.
- d. Serve as faculty representative on the Joint Compliance Committee.
- e. If not a member of the Senate, serve as an ex-officio member of the Executive Committee of the Faculty Senate and the Senate.
- f. Attends the monthly meetings of the Senate, Executive Committee, and Executive Committee with the President and Provost. [Bylaws II.2.b and Constitution article IV.9.]
- g. Ensure agenda and attachments for meetings are prepared and distributed one week prior to scheduled meetings.
- h. Prepare annual report for Faculty Senate Executive Committee and Faculty Senate.

Last Revised June 2018.

See also FPPC Operating Rules