

APPENDIX C.5

Senate Representative to University Committee for the UAB Faculty Senate

Job Description

1. Serves as Senate Representative to the University Committee for the UAB Faculty Senate from September 1 [or time of President appointment and notification to Chair of the University Committee] through August 31 [1 year term]
2. Serves on the University Committee from September 1 [or the date of letter of appointment from President to the Chair of the specific University Committee] through August 31 [1 year term]
3. Represents the Faculty Senate at meetings of the university committee and presents views of the Faculty Senate as appropriate (B II.1.d)
4. Reports to the Senate Chair and Secretary (B II.1.g), or the designated Faculty Senate Executive Committee member, following each committee meeting regarding topics and issues the committee is reviewing/discussing/addressing; Reports at the next Senate meeting as requested by FSEC
5. Reviews the agendas, minutes and reports of the university committee and notifies the Faculty Senate Chair and Secretary of Faculty, or the designated Faculty Senate Executive Committee member about items of interest or concern to Faculty
6. Makes recommendations to the Senate Chair and Secretary, or the designated Faculty Senate Executive Committee member, to enhance the role, interaction and coordination of the Senate with the university committee
7. Prepares and submits an annual report upon request by the FSEC or at the end of the term, to the Secretary of the Faculty, using the requested format and including all requested information (List of meetings held by committee during this term; Summary of all topics discussed and actions taken by the committee during the term; Current, continuing or future issues, concerns, or topics that the

Senate should pursue with this university committee; Recommendations to enhance the role, coordination and interaction of the Senate with the university committee). The report will also be shared with the entire Senate, posted on the Senate's webpage, and given to the incoming Senate-representative to that university committee

8. Coordinates with the next term's Senate Representative to that university committee to ensure that he or she is fully on-boarded to the committee, oriented and prepared to serve in the role and to ensure seamless Senate representation on the university committee

Last Reviewed July 2019