

APPENDIX D.1

Chair of Standing Committee for the UAB Faculty Senate

Curriculum, Research, Faculty Development, Finance, Governance & Operations, Faculty Policies and Procedures

Job Description – General Standing Committee Chair Duties

1. Appointed by the Chair of the Faculty. Serves on the Executive Committee of the UAB Faculty Senate from September 1 through August 31 [1 year term] (C VI.5). The Chair of the Faculty may appoint Vice-Chairs for the Standing Committees, who are eligible to serve in the absence of Chairs and can represent the committee to the Faculty Senate Executive Committee and the Faculty Senate; and to prepare committee meeting minutes. (B II.3.a)
2. Participates in a series of fixed meetings
 - a. Attends the monthly Faculty Senate meetings
 - b. Attends the monthly Faculty Senate Executive Committee meetings
 - c. Attends the monthly Faculty Senate Executive Committee with UAB President and Provost meetings
3. Participates in orientation to Executive Committee and the Standing Committee functions and meetings processes
 - a. Before and during the August Faculty Senate Executive Committee meeting, participates in an orientation session conducted by the Senate Chair and the Associate Chair to review the Faculty Senate Constitution and Bylaws and the duties of the Standing Committee Chairs and to receive input on the pending issues of concern to the Standing Committee (B II.3.c)
 - b. Prior to the September Senate meeting, schedules a meeting of the members of the Standing Committee, to occur in September, to review the Faculty Senate Constitution, Bylaws and relevant Appendices and the functions and activities of the Standing Committee (B II.3.c), with committee members, and to identify goals for the coming year

4. Calls and participates in Standing Committee meetings
 - a. Prior to each meeting of a Standing Committee and when notifying the members of a meeting, copies the Chair of the Faculty, the Associate Chair of the Senate, and the Senate Office Associate with the information that indicates the time, place, and agenda for the meeting (B I.4.b).
 - b. Meets periodically, typically monthly, with the members of the Standing Committee (B I.4.c). A quorum for a meeting is four (B II.3.e).
 - c. Presides at the meetings of the Standing Committee.

5. Prepares and submits minutes and reports of Standing Committee meetings
 - a. Prepares minutes and reports of Standing Committee meetings. May utilize the assistance of the committee's Vice Chair to prepare the minutes. The minutes should include the committee name, meeting date, members attending, agenda topics, matters considered, a summary of discussion or actions, motions, and the decisions and actions items at the meeting, and the identification of action items as a follow up from the meeting. (B I.8.a)
 - b. Submits [electronically] minutes and reports of Standing Committee meetings to the Chair and the Associate Chair of the Senate. The minutes and reports should be submitted prior to or at the Faculty Senate Executive Committee meeting, prior to submission of a report to the Senate. (B I.4.c, B II.1.b)
 - c. Submits committee records electronically to the Senate Office Associate for saving to Senate's common drive and for posting to Senate web page (agendas and minutes or reports are posted) (B I.8.b)

6. Performs duties assigned to the Chair of the Standing Committee
 - a. Presents reports and recommendations related to the Standing Committee to the Executive Committee and to the Faculty Senate as needed (B II.3.d)
 - b. Consults with the Chair of Faculty concerning matters of current interest to the Standing Committee (B II.3.c)

- c. Communicates with university committees and councils in the areas of interest for the Standing Committee and reports to the Chair and Executive Committee as appropriate (B II.3.c)

- 7. Reviews the duties of the Standing Committee
 - a. Notifies the Chair of the Faculty and the Associate Chair of the Senate of recommendations for modifications to the duties of the Standing Committee based on information from university committees and topics presented to the Faculty Senate and concerns presented by Faculty members
 - b. Submits recommended amendments to the Bylaws as needed to the Executive Committee

- 8. Prepares and submits an annual report for the Standing Committee
 - a. In July, submits a report of finished and unfinished business to the Chair, Chair-elect and the Associate Chair of the Senate (B I.8.c)
 - b. Assists the newly elected Chair of the Standing Committee to assure timely and organized transition to the incoming Chair

- 9. Reviews the job description for the Chair of the Standing Committee
 - a. In June or early-July, reviews and submits an updated job description to the Associate Chair, at least 2 weeks before the July Faculty Senate Executive Committee meeting.

Last reviewed: July 2019