

## Faculty Senate Responsibilities Page for all FS Executive Council

### **President:**

- (a) Provide leadership to the Faculty Senate
- (b) Preside over the Faculty Senate
- (c) Preside over the Executive Council
- (d) Serve as liaison with the University administration
- (e) Review Board of Regents agenda, attend Board of Regents meetings, and provide feedback as appropriate to Faculty Senate
- (f) Serve on the University President's Leadership Council
- (g) Serve on Provost's Council
- (h) Attend by invitation on Dean's Council
- (i) Meet with the Provost monthly and additionally as needed
- (j) Meet with the University President twice per semester and additionally as needed
- (k) Serve on committees as required or otherwise necessary
- (l) Attend scheduled Coalition of Senate and Faculty Leadership for Higher Education (COSFL) meetings

### **President- Elect:**

- (a) Assume the duties of the chair when the chair is unable to do so
- (b) Serve on committees as required or otherwise necessary
- (c) Attend scheduled meetings of State of Kentucky Coalition of Senate and Faculty Leadership for Higher Education (COSFL) meetings

### **Communications Officer (appointed by FS President):**

- (a) Update the Faculty Senate Website
- (b) Produce a Faculty Senate Communications Report after each meeting and disseminate it to faculty in a timely manner.
- (c) Solicit faculty response on matters of concern to the Faculty Senate
- (d) Provide information through the protocol established by the University for the release of official communications to external groups such as boards, commissions, or legislators at the direction of the Faculty Senate
- (e) Serve in a public relations role to the faculty and university community
- (f) Attend Staff Congress meetings and report to that body on matters of concern to the Faculty Senate

### **Governance:**

- (a) Structure, membership, and responsibilities of University

### Standing and Advisory Committees

- (b) Structure of the Division of Academic Affairs
- (c) Oversight of the election of Faculty Senators (See ARTICLE TWO, Sections 1, 2, and 3)
- (d) Oversight of any special elections required by the Senate
- (e) Nomination of faculty members for all University Standing and Advisory committees that have faculty representation
- (f) Oversight of the Faculty Regent election according to procedure established by the Senate and state law
- (g) Oversight of the election of senators to the Executive Council (To be conducted by the remaining members of the previous year's Governance Committee. See ARTICLE FOUR, Section 6.) If less than three members from the previous Governance Committee are available, then additional senators will be appointed by the Senate-President as needed to conduct the election of the Executive Council.

### Academic Issues:

- (a) Admission
- (b) Registration
- (c) Academic integrity
- (d) Classroom conditions
- (e) Evaluation of instructional effectiveness
- (f) Graduation requirements
- (g) General education
- (h) Special academic programs, e. g., Honors Program, provisional studies, Regional Campus Programs, etc.
- (i) Academic calendar issues
- (j) Student regulations
- (k) The Committee Chair is a voting member of the General Education Council and regularly reports to Faculty Senate about GEC actions.

### Faculty Welfare and Concerns:

- (a) Faculty recruitment and qualifications
- (b) Tenure and promotion
- (c) Workload, overload and compensation
- (d) Procedures to ensure academic freedom and resolve faculty grievances
- (e) Faculty development
- (f) Retrenchment

- (g) Sabbatical and Educational leaves of absence
- (h) University finances affecting faculty and institutional effectiveness
- (i) The processes of selection, retention, and reaffirmation of academic administrators
- (j) The Committee Chair is a member of the Employee Benefits Committee and regularly reports to Faculty Senate about EBC actions

**Evaluation:**

- (a) Periodic reviews of department, College, and University plans for faculty evaluation and performance-based salary adjustments
- (b) Review the promotion and tenure plans for consistency with the appropriate policies and provide feedback to the appropriate Promotion and Tenure Committees
- (c) Participate in formulating tools and processes for the assessment of academic administrators in conjunction with Human Resources
- (d) Formulation and review of policies concerning the use of assessment results
- (e) Conducting assessment of Faculty Senate effectiveness
- (f) Assess alignment of Strategic Plan by reviewing open access student data posted from Institutional Research
- (g) Chair of this committee shall receive from Provost UAR revisions prior to posting of final revisions. Chair of this committee shall discuss revision with Executive Council prior to posting of final revisions.