

ARTICLE V  
OFFICERS

Section 1. Officers

The officers of the Faculty Senate shall be a President and two Vice Presidents.

Section 2. Offices and Duties

A) President.

(1) The President may be any member of the voting faculty, elected by the entire voting faculty to serve according to the provisions included in Article VI, and the Faculty Senate Resolutions;

(2) Act as official liaison between the Faculty Senate and the President of the College;

(3) Represent the entire faculty at appropriate College functions;

(4) Prepare, with input from the Executive Committee, the agendas for all EC and Faculty Senate meetings.

(5) Appoint, with the advice and consent of the Executive Committee, all chairpersons of Standing Committees of the Faculty Senate;

(6) Convene and preside over all meetings of the Faculty Senate, the Executive Committee of the Faculty Senate, and the Faculty, except those meetings of the Faculty convened by the President of the College.

(7) Deliver an annual message to all voting faculty at the beginning of each Fall Semester.

(8) Select and authorize the dates and times of Faculty Senate meetings for the academic year.

B) Vice Presidents.

(1) The Vice President, Teaching Faculty, may be any member of the full-time teaching faculty as defined by the FA contract, elected by the entire voting faculty to serve according to the provisions included in Article VI, and the Faculty Senate Resolutions;

(2) The Vice President, Professional Staff, may be any member of the full-time non-teaching faculty as defined by the FA contract, elected by the entire voting faculty to serve according to the provisions included in Article VI, and the Faculty Senate Resolutions;

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(3) Duties assigned specifically to the Vice President, Teaching Faculty include:

- a. In the absence of the President, he/she assumes the President’s responsibilities;
- b. Shall represent, inasmuch as is possible, the aggregate concerns and perspectives of the teaching faculty in Executive Committee meetings;
- c. Shall convene at least once per academic year a meeting of the senators representing the academic departments (“Teaching Faculty Caucus”) to address any specialized concerns of those constituencies;

(4) Duties assigned specifically to the Vice President, Professional Staff include:

- a. In the absence of the President and the Vice President, Teaching Faculty, he/she assumes the President’s responsibilities;
- b. Shall represent, inasmuch as is possible, the aggregate concerns and perspectives of the professional staff in Executive Committee meetings;
- c. Shall convene at least once per academic year a meeting of the senators representing the professional staff offices, departments, and divisional areas (“Professional Staff Caucus”) to address any specialized concerns of those constituencies;

(5) Duties that shall be assigned to a single Vice President, or may be shared, include:

- a. Maintain the records of the Senate, as historian and archivist, to ensure competency, accuracy, and continuity of the Senate’s business;
- b. Lead and maintain the Faculty Senate’s online community presence by coordinating with the EC Secretary and the Executive Committee the content and messaging of the site;
- c. Advise and assist the President and the EC on follow-up governance processes, to ensure constant and accurate communication with faculty and administration on approved Senate actions;
- d. Act as parliamentarian, for Faculty Senate and/or EC meetings;
- e. Assist the EC Secretary on an as-needed basis in the fulfillment of duties;
- f. Other duties, as assigned by the Faculty Senate President.

C) Rules of service. Officers shall perform other duties described by these bylaws and by parliamentary authority contained in the current edition of Robert's Rules of Order, Newly Revised.

Section 3. The Secretary to the Executive Committee

The Executive Committee shall hire a Secretary who shall support the ongoing function and operation of the EC and of the Faculty Senate.

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A) Duties. The Secretary shall:

- (1) Keep the minutes of all meetings of the Executive Committee, the Faculty Senate, and general Faculty meetings;
- (2) Carry on the correspondence of the Faculty Senate under the aegis of the President;
- (3) Publish dates and times of Faculty Senate meetings for the academic year.
- (4) Distribute minutes and notices of EC and Faculty Senate meetings at least two full working days prior to each meeting;
- (5) Record a list of those absent and present at each meeting of the EC and Faculty Senate;
- (6) Distribute a list of respective constituents to senators each year, and upon request;
- (7) Support Standing Committees by request in an undefined capacity;
- (8) Assist in the management of the Faculty Senate website;
- (9) Provide additional support and assistance to the EC as requested, and as permitted by the terms of the employment contract.

B) Compensation.

- (1) The Secretary shall be provided with compensation as jointly agreed upon with the Faculty Senate President and the institution’s senior Human Resources officer;
- (2) Adjustments to compensation may be negotiated as the need arises, and as determined by the workload of the Faculty Senate, and its Executive Committee and officers.

C) Service.

- (1) The Secretary shall serve as a non-voting officer of the Faculty Senate;
- (2) Elected senators may not serve as Secretary.