

APPENDIX 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 the current edition of *Robert's Rules of Order Newly Revised*. (*Direct questions to Parliamentarian*)

3. Chair of the FPPC Communications with Chair of the Faculty Senate / Provost Representative

The Chair of the FPPC is responsible for preparing and corresponding as defined in Duties below. All correspondence where practical must be electronic using official UAB communication resources. (see Appendix D.1)

4. Chair Duties

- a. Performs the duties assigned to the Faculty Senate Standing Committee Chairs. (see Appendix D.1)
- b. Invite all permanent ex-officio members to serve during the June to May term. (see Appendix E A.2.b)
- c. Prepare cover letter correspondence 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.
- d. Ensure the maintenance of tracking document for sections of the Faculty Handbook and/or policies and procedures reviewed by the FPPC. The Chair must finalize all recommendations and proposed changes to any

Faculty Senate

- 41 section of the *Faculty Handbook* in cover letter correspondence prior to
42 forwarding to the Senate and must be attached to the FPPC minutes.
43 e. Serve as faculty representative on the University Compliance Committee.
44 f. If not a member of the Senate, serve as an ex-officio member of the
45 Executive Committee of the Faculty Senate and of the Senate.
46 g. Attends the monthly meetings of the Senate, Executive Committee, and
47 Executive Committee with the President and Provost. [Bylaws II.2.b and
48 Constitution article IV.9.]
49 h. Ensure agenda and attachments for meetings are prepared and
50 distributed 3-4 days prior to scheduled meetings.
51 i. Prepare annual report for Faculty Senate Executive Committee and
52 Faculty Senate.

53

54 ***See also FPPC Operating Rules***

55

56 Last Revised: July 2019

57