

APPENDIX D.4

Chair of the Faculty Development Committee For the UAB Faculty Senate Job Description

1. Serves as Chair of the Faculty Development Committee for the UAB Faculty Senate from September 1 through August 31 [1 year term]
2. Performs the duties assigned to the Faculty Senate Standing Committee Chairs (*see Appendix D1*)
3. Represents the Faculty Senate on appropriate committees that are related to UAB faculty and career development

TIME REQUIRED: 6 hours per month

4. Receives, reviews, and prepares documents related to the Standing Committee
 - Reviews matters and recommends policy pertaining to faculty and career development.
 - Receives reports from the UAB President and Provost regarding impending decisions pertaining to faculty development and career enhancement opportunities
 - Reviews the activities of university committees such as Faculty Affairs and school- or college-wide Tenure and Promotion committees and keeps faculty abreast of changes and modifications to policies related to faculty development and career advancement.
 - Solicits comments and suggestions from faculty on issues pertaining to career development and communicates faculty concerns to the Senior Vice Provost for Faculty and Student Success.
 - Receives, reviews, and prepares reports for the Faculty Senate Executive Committee and the Faculty Senate related to concerns within the interests of the Standing Committee

TIME REQUIRED: 4-6 hours per month

5. Cooperates with the Chair of the Faculty Development Grant Subcommittee to manage the UAB Faculty Development Grant Program. It is understood that the Faculty Development Committee manages the Faculty Development Grant Program (FDGP) through and with the Chair of the FDGP.

LAST REVISED: July 2019