

## APPENDIX D.6

### Chair of the Governance and Operations Committee Of the UAB Faculty Senate Job Description

1. Serves as Chair of the Governance and Operations Committee of 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 D.1*)
3. Reviews and interprets the organization and procedures of the Faculty Senate
  - Reviews the organization and procedures of the Faculty Senate and recommends amendments/changes it deems desirable/needed in either the Constitution or the Bylaws (B II.4.a)
  - Interprets the Constitution and Bylaws of the Faculty Senate (B II.4.c)
  - Determines the constitutionality of proposed amendments to the Bylaws. (B II.4.d)
  - Interacts with the Parliamentarian as needed (B II.4.f)
4. Monitors attendance at Faculty Senate meetings
  - Considers the reasonableness of excess absences by a senator from Faculty Senate meetings and makes a recommendation to the Executive Committee when the position should be declared vacant (B I.10.b, B II.4.b)
  - Prepares a quarterly report of attendance/absences for the Executive Committee
5. Appoints and orients the Senate Liaison for each academic unit

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- Appoints the Senate Liaison for each academic unit by September 1 and orients the liaisons to the responsibilities of their appointment (job description)
  - Sends email reminders (once per term) to all Senate Liaisons to remind them of the responsibilities of their appointment
6. Assists with the Faculty Senate elections process
- Assists the Secretary/Chair of Elections Committee with the elections process for Chair-Elect, Secretary, Senators, and Alternate Senators as a member of the Elections Committee. (C VII.1, B II.4.e)
7. Assists the newly appointed Chair in August-September when term ending; assures orderly transition of the Committee responsibilities to the incoming Chair.

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