

APPENDIX C.3

Senate Liaison for the UAB Faculty Senate

Job Description

Senate liaisons for academic units [one from each academic unit] are one process by which the Senate is attempting to improve communication among Faculty.

To promote communication between the Faculty Senate and associated academic units, the Senate has approved the annual appointment of a Senate Liaison for each academic unit. The Governance and Operations Committee of the Faculty Senate is charged with identifying a Senator or Alternate Senator from each unit to serve as the liaison for the academic unit. The Senate Liaison will serve his/her unit and the Senate in the following ways:

1. Serves as Senate Liaison for the academic unit on the UAB Faculty Senate from September 1 through August 31 [1 year term]
2. Attend all meetings of the Faculty Senate to familiarize yourself with Senate business and discussion items.
3. Serves as the point of contact for the Faculty Senate to:
 - Disseminate relevant information from the Senate to the academic unit
 - Solicit information from the academic unit as requested by the Faculty Senate
 - Solicit nominations for Senate election processes
 - Forward a copy of all disseminated correspondence to Faculty Senate office (please don't cc the Faculty Senate Office Associate)

Serves as the point of contact for the Faculty in academic units to forward information from the Faculty in academic units to the Senate.

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