

## APPENDIX C.4

### Senator-at-Large on the UAB Faculty Senate Executive Committee Job Description

1. All Senators or Alternate Senators are eligible
2. Represents Senators and Alternate Senators of the Faculty Senate on the Faculty Senate Executive Committee
3. Elected by the Senate at the September meeting of the Senate
4. Serves as Senator-at-Large on the UAB Faculty Senate from the time of election at the September Senate meeting through August 31 [1 year term]
5. Serves on the Faculty Senate Executive Committee from the time of election at the September Senate meeting through August 31 [1 year term] (B II.1.a)
6. Assists the Faculty Senate Executive Committee with projects as needed or requested. (*Examples: Author articles to be posted on the Senate webpage; Contact the Senate Liaisons of the schools that do not have an FSEC member, before each FSEC and FSEC-President & Provost meeting, to gather input or concerns regarding agenda items; Serve as a representative of the FSEC on a university-wide committee*)
7. Review past minutes to identify topics need to be included on the agenda of the upcoming Faculty Senate Executive Committee (FSEC) meeting with the President and Provost. Inform the Chair of the Faculty before or at the FSEC meeting. Done monthly, before the FSEC meeting.
8. Participates in a series of fixed (FSEC) meetings and fills selected roles of the Associate Chair of the Faculty when needed (*See Associate Chair position description*).
9. Attends all scheduled Faculty Senate meetings; and fills the role of the Associate Chair if he/she is unable to attend the meeting.  
Role of Associate Chair:
  - (1) Assist Faculty Senate Office Administrator in capturing all important information stated at the meeting and give the notes to the Faculty Senate Office Administrator at the end of the meeting.
  - (2) Assist Faculty Senate Chair and Presenters in setting up their documents for presentation, when requested.