

Faculty Senate Orientation

2016 – 2017 Academic Year



What is Faculty Senate?

- [Faculty Senate's Role](#)
 - [UNC System](#)
 - [Faculty Assembly](#)
- [Shared Governance](#)

Basic Information

- [Eighteen Senators, Three Alternates, One Provost](#)

- [Four Subcommittees](#)

[Responsibilities are defined in the Standing Rules](#)

- [Faculty Senate Website](#)
- [Faculty Senate Handbook](#)

Faculty Senate Meetings

Time & Place

- [Meets Once a Month](#)
 - Time: 3:15 p.m.
- Where: Red Oak Conference Room
Ramsey Library
- Special Sessions called as needed
by the senate chair

Faculty Senate Subcommittee Meeting Time & Place

- **APC** - On Thursday that Faculty Senate *does not* meet
Where: Red Oak Room, Ramsey Library at 3:15 p.m.
- **FWDC** - On Thursday that Faculty Senate *does not* meet
 - Where: RRO 305 at 3:15 p.m.
- **IDC** - With the University Planning Council (UPC) in Highsmith as well as their monthly meetings in the Zeis 208 on Thursdays at 3:15 p.m.
 - Executive Committee - Meets two weeks before Faculty Senate meets to draft the Faculty Senate Agenda
 - Where: Red Oak Conference Room at 5:15 p.m.

Faculty Senate

Format of Meetings

- Room Set Up
- [The Agenda](#)
- [Roberts Rules of Order](#)
 - Comer Rule

UNCA's "Comer Rule" mandates that documents be distributed to the Senate under First Reading, with action taken on the document during Second Reading

The Comer Rule is not in the Constitution but has legislative history in the Standing Rules.

- How to Participate in the Discussion
- How Legislation is processed through Faculty Senate
 - The First Session of the calendar year (in May)
 - The First Session of Fall Semester (in September)

Faculty Senate Administrative Assistant

- Office: Room 255 in Ramsey Library
Third Floor behind Stacks BF - BP
- Telephone Number: 250-3845 or ext. 3845
 - Email: lsellers@unca.edu
- Duties: Keep the Minutes and Taped Audio,
Draft Agendas and Maintain Calendars,
Maintain the Website and Moodle Forum,
Track Legislation, Prepare Documents for Signatures,
Keep Archives and Conduct Research,
Maintain Committee Membership,
Setup Meetings, and assist as asked

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Questions?

