

# Faculty Senate Orientation

2017 – 2018 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 - TBA
  - Executive Committee - Meets two weeks before Faculty Senate meets to draft the Faculty Senate Agenda
    - Where: Suite 208 at a time that is TBA

# 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: Suite 208 in Ramsey Library  
Top floor where the old COPLAC offices were
- Telephone Number: 250-3845 or ext. 3845
  - Email: [lsellers@unca.edu](mailto:lsellers@unca.edu)
- Duties: Keep the Minutes and Taped Audio,  
Draft Agendas and Maintain Calendars,  
Maintain the Faculty Handbook and Website,  
Track Legislation, Prepare Documents for Signatures,  
Keep Archives and Conduct Research,  
Maintain Committee Membership,  
Setup Meetings, and assist as asked

# Faculty Senate Orientation

Questions?

