

# Faculty Senate Orientation

2024 – 2025 Academic Year



UNIVERSITY *of* NORTH CAROLINA  
ASHEVILLE

# What is Faculty Senate?

- Faculty Senate's Role
  - UNC System
  - Faculty Assembly
- Shared Governance

# Basic Information

- [Eighteen Voting Senators](#)
  - [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: Laurel Forum Karpen 139
- Special Sessions called as needed  
by the senate chair

# 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 April/May)
- The First Session of Fall Semester (in September)

# Faculty Senate Administrative Assistant

- Office: Suite 203 in Ramsey Library  
Top floor across from Special Collections
- 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, Google Drives and Website,  
Track Legislation, Prepare Documents for Signatures,  
Keep Archives and Conduct Research,  
Maintain Committee Membership,  
Setup Meetings, and assist as asked

# Faculty Senate Subcommittee Meeting Time & Place

- **APC** - On Thursday that Faculty Senate *does not* meet
- **FWDC** - On Thursday that Faculty Senate *does not* meet
  - **IDC** – On Thursday as needed
- Executive Committee – Shared Leadership Meetings
- EC Business Meetings are on Thursdays and as needed  
in order to draft the Faculty Senate Agenda

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Questions?



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