Officer Application Form with Descriptions

Faculty Senate

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Open positions:

President (2-year appointment 2012-2014)  
Vice President (1-year appointment)  
Secretary (1-year appointment)  
Sergeant-at-Arms (1-year appointment)  
Senator-at-Large to Executive Committee (1-year appointment)  
Committee on Committees (COC) (1-year appointment)  
- Each college/voting unit has one seat on the COC. Senators representing units with only one Senator are automatically members of the COC.

All Senators holding office in AY 2012-13, including those newly elected, are eligible to serve in these positions.

To apply, please do both of the following:

1. Complete this form in full (to include working web address), sign, and e-mail to the Faculty Senate Office (fsenate@usf.edu).
2. E-mail a statement of 1,200 characters or less explaining your “Qualifications and goals for the position if elected” to the Faculty Senate Office (fsenate@usf.edu).

Both of these tasks must be completed by Monday, March 19, 2012.

STATEMENT FOR USF TAMPA FACULTY SENATE OFFICER POSITION

Name of applicant: ________________________________________________________________

Position applying for: _____________________________________________________________

Signature of applicant: ___________________________________________________________

Web address with CV: _____________________________________________________________

(please ensure this web address works & contains a full CV)

Please direct any questions to Ann Pipkins (fsenate@usf.edu) or Sang-Hie Lee (slee@usf.edu).
USF TAMPA FACULTY SENATE
OFFICER POSITION DESCRIPTIONS

President

a. presides at Faculty Senate meetings;
b. serves as Chair of the Senate Executive Committee;
c. represents the Faculty Senate on any matter within the Faculty Senate’s jurisdiction or as requested by the Board of Trustees or University President;
d. serves as liaison between the Faculty Senate and the President of the University, Provost, and Senior Vice President for Health;
e. serves as a voting member of the USF System Faculty Council;
f. appoints faculty to serve on Faculty Senate Standing Councils;
g. appoints Chair of Committee on Committees from its membership;
h. acts as Grand Marshal at Commencement ceremonies; leads procession and carries University Mace;
i. introduces University President at official functions;
j. supervises staff of the Faculty Senate Office;
k. conducts annual evaluation of Faculty Senate Support Staff – May; and
l. performs other duties as may be directed by the Faculty Senate.

Vice President

a. acts as President when the President is absent or otherwise unable to act;
b. serves as Chair of the Resolution Implementation Committee;
c. serves as a voting member of the USF System Faculty Council; and
d. performs other duties as may be directed by the Faculty Senate.

Secretary

a. ensures the minutes of the meetings of the Faculty Senate are kept and all notices required under the Constitution and Bylaws are transmitted;
b. ensures all records of the Faculty Senate are maintained;
c. manages all Faculty Senate elections; and
e. performs other duties as may be directed by the Faculty Senate.
Sergeant-at-Arms

a. determines issues of quorum and the voting privileges of alternates at Faculty Senate meetings;
b. counts votes whenever a roll call is held or written ballots are submitted;
c. maintains order during Faculty Senate meetings;
d. enforces use of proxy for absent Senators;
e. enforces absenteeism;
f. serves as a voting member of the USF System Faculty Council; and
g. performs other duties as may be directed by the Faculty Senate.

Senator-at-Large

a. represents the views of Faculty Senators to the Executive Committee;
b. serves as liaison between the Faculty Senate and the Executive Committee;
c. coordinates an orientation session for new Faculty Senators;
d. serves as a voting member of the USF System Faculty Council; and
e. performs other duties as may be directed by the Faculty Senate.

Parliamentarian

a. advises the President on parliamentary procedures;
b. advises any Faculty Senator desiring help on motions or other parliamentary procedures;
c. serves on the Constitution and Bylaws Committee, when activated;
d. serves as a voting member of the USF System Faculty Council; and
e. performs other duties as may be directed by the Faculty Senate.