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AY 2011/2012 Manual for officers

Faculty Senate

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UNIVERSITY OF SOUTH FLORIDA – TAMPA

FACULTY SENATE

MANUAL FOR OFFICERS

Prepared by:
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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 Chair of Committee on Committees from its membership;
g. acts as Grand Marshal at Commencement ceremonies; leads procession and carries University Mace;
h. introduces University President at official functions;
i. supervises staff of the Faculty Senate Office;
j. conducts annual evaluation of Faculty Senate Support Staff – May; and
k. 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;
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.
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;
e. performs other duties as may be directed by the Faculty Senate.