

## **GENERAL DUTIES OF SENATE SECRETARY**

- Chair the Liaison and Elections Committee of the Governance Council
- Distribute brief announcements of recent and upcoming business before every Senate and Senate Executive Committee meeting
- Works with Senate Chair and Council Chairs to prepare agendas for the Senate and Senate Executive Committee (SEC)
- Prepare a summary of Senate council and standing committee business prior to each meeting of the Senate and the Senate Executive Committee
- Maintain a public record of attendance of all Senators and give notice in advance to any Senator whose seat might be declared vacated because of absenteeism
- Oversee preparation and distribution of the minutes
- Oversee University-wide elections of SUNY Senators, At Large Senators, and members of UAS
- Have primary responsibility for maintenance of electronic and written Senate documents
- Serve on the Senate Executive Committee
- Serve on the Governance Council and its Committee on Council Nominations

## **GENERAL DUTIES OF SENATE STAFF SUPPORT**

- Coordinate agenda items and materials with Senate Chair and Secretary for electronic distribution a week prior to each meeting of the SEC and Senate
- Post agenda, legislation (for Senate) and council reports on Senate website prior to each Senate meeting.
- Record and prepare meeting minutes of Senate, Executive Committee and Governance Council.
- Communicate President's decisions regarding legislation to full Senate and relevant constituencies (standard letters on shared drive)
- Post approved minutes after each SEC, Senate and GOV meeting to respective pages on Senate website
- Post council meeting schedules, agendas, minutes and supporting materials to Senate website
- Maintain log of Senate legislation (in EXCEL on shared drive); post status updates of Senate legislation to Legislation webpage:
- Work with Senate Secretary to maintain changes in council memberships. Post changes and updates to council memberships and Senate membership to website as needed throughout the year.
- Maintain Senate historical documents: history of chairs, committee members, deans reps, etc. (documents on shared drive)
- Coordinate regalia orders for Platform Party members participating in Commencement ceremonies.
- Record and prepare minutes for President's Diversity Council

Send request to President's office for approval of legislation passed at each Senate meeting (coordinate with Senate Chair; see standard letter on shared drive)

Whenever Senate approves legislation, prepare memo for Senate Chair to send to President requesting consideration of legislation.

Once Chair approves memo, forward memo to Chief of Staff and attach legislation to be approved by the President.

Upon receiving approval from the President, notify Senate Chair that an approval notice will be sent to the Senate. A notice also goes to Deans and other cc's.

Post update of President's approval to Senate Legislation page.

## **SENATE TIMETABLE**

### **September**

- Senate Chair holds orientation for council chairs.
- Immediate Past Chair submits a report of the previous year's activities (included with materials for fall faculty meeting)
- Senate Staff Support makes updates to the Senate website at beginning of the month:
  - Add new Senate officers to Senate web page
  - Post new Senate membership (document on Senate shared drive)
  - Update council memberships
  - Add council meeting schedules
  - Update Councils & Committees page adding new chairs
- Prepare accurate distribution lists and sign-in sheets for GOV, SEC and Senate. Prepare roster for iClickers, making sure assigned numbers coordinate with names on Senate sign-in sheet. Senate distribution list, sign-in sheet and clicker roster should all be in sync. If Senate membership changes, all of these lists need to reflect the changes. Senate membership posted to website also needs to be changed and reposted.

### **September-October (Staff Support)**

Preparations for fall faculty meeting: Meeting usually occurs in mid- to late October:

- Send announcement to allfse-l@listserv.albany.edu listserv when date is set (announcement coordinated between Senate Chair and President's Office)
- Add meeting to UAlbany Events Calendar and UAlbany News Center announcements
- Request materials for meeting at least three weeks in advance, sending follow ups as needed (see attached check list for materials and contacts)
- Assemble meeting materials into document and post on main page of Senate website
- Send minutes and agenda only to Rapid Copy for copying (about 300 copies)
- Send second announcement to allfse-l@listserv.albany.edu (coordinated between Senate Chair and President's Office)

### **November**

- Staff Support coordinates regalia orders for Platform Party members participating in Winter Commencement. Work with Associate Director of Events Office and Assistant Manager of Bookstore.

## **January (Staff Support)**

- Prepare minutes from fall faculty meeting

## **February-March**

- Preparations for spring elections and council service will be initiated by Senate Secretary and Vice Chair respectively, in consultation with GOV's Committee on Liaison and Elections. Staff Support responds to any requests for historical documentation to facilitate the process.

## **March-April**

- Staff Support begins preparations for spring faculty meeting: Refer to instructions for fall faculty meeting in September-October
- Beginning of March: GOV's Committee on Liaison and Elections develops a preliminary slate of candidates for at-large Senate seats for teaching and professional faculty, part-time faculty, UFS Senators and UAS Board members. Announcements prepared by Senate officers are sent to the voting faculty listserv and additional nominations are solicited.
- Mid-March: Deadline for Nominations for At-large candidates, UFS Senators and UAS Board members.
- End of March: Publish final slate of nominees for elections. Deadline for submitting names for Senate service.

Staff Support maintains spreadsheet of teaching and professional faculty interested in council service and sends it to the Vice Chair who will prepare a preliminary roster of council members for the coming year.

- Senate Vice Chair and Secretary coordinate effort to contact School and Colleges regarding their election of senators for the following year.
- Beginning of April: On-line Elections are held
- Election results announced--sent on behalf of the Senate Secretary. Staff Support arranges for Committee on Council Nominations to meet to finalize council memberships for following year.
- Mid-April: Solicit nominations for Senate vice chair and secretary
- End of April: Announcement of the final slate for Vice Chair and Senate Secretary is sent to the Senate membership. At the penultimate Senate Meeting a ballot election is held for Vice Chair and Secretary. Senate also votes to approve council memberships.

Once the council memberships have been approved by the Senate, the Staff Support prepares Doodle polls and sends to the membership of each council to obtain an agreeable time when a quorum of members can meet to elect a chair. Work with the Vice Chair in sending out the meeting announcements. Election of chairs may also be held electronically.

- Staff Support coordinates regalia orders for Platform Party members participating in Spring Commencement. Work with Associate Director of Events Office and Assistant Manager of Bookstore.

## **May**

- Invite new senators for upcoming year to final Senate meeting (Senate Chair)
- After Commencement, incoming Senate Chair and Secretary develop meeting schedules of the SEC and Senate for coming year. Also develop schedules for submitting agenda items and sending agendas. Distribute SEC and Senate meeting schedules to President's Sr. Assistant, Chief of Staff, and to the Provost as soon as it is finalized.
- Staff Support obtains permission from IT for new Senate vice chair and secretary to access the Senate shared drive
- Staff Support works with President's Senior Assistant to schedule tentative dates for fall and spring faculty meetings for coming year.

## **Summer (Staff Support)**

- Attend meetings of President's Council on Diversity if scheduled.
- Work on special projects
- Finish minutes of last meetings of GOV, SEC and Senate.
- Work with incoming Vice Chair to develop fall meeting schedule for Governance Council
- Prepare minutes from spring faculty meeting
- Post Senate meeting schedule to web site for coming year
- Add Senate meetings for upcoming year to University Events Calendar
- Make updates to Searchable list of Senate Legislation 1966-Present; repost on Legislation page
- Make updates to Charter in accordance with amendments that were passed by the Senate during the past year. Change page numbering in Table of Contents of Charter and update Combined Index as needed. Repost to webpage. Same for Bylaws if applicable.
- Update historical Senate documents on shared drive e.g., Chairs of the University Senate, Council Chairs, Deans Representative etc.
- Update roster for iClickers on Senate shared drive.
- Order batteries for iClickers as needed.
- Assist President's Office as needed.

07/24/13

# Fall Faculty Meeting

## Event Checklist

### Campus Center Ballroom

	<u>Contact for Materials</u>	<u>Date Requested</u>	<u>Follow-Up Request</u>	<u>2<sup>nd</sup> Follow-Up</u>	<u>Confirmed</u>
<b>BALLROOM</b>					
<b>CATERING</b>					
<b>ANNOUNCEMENTS</b>					
<b>AUDIO/VIDEO</b>					
<b>HANDOUTS</b>					
Minutes of SP Meeting	V. Delio				
Agenda (Delio & Senate Chair)	V.Delio				
List of New Faculty	Provost's Office (Ben Weaver)				
List of New Professional Faculty	Human Resources				
New Dept. Chairs	Provost's Office (Ben Weaver)				
Chairs Completing Srvc	Provost's Office (Ben Weaver)				
Faculty Promo/Cont. Appt (from prev year).	Provost's Office (Ben Weaver)				
Commencement Information	Events Office (James Hyde)				
Report of Senate Activities	Past Senate Chair				
Deceased Colleagues	Human Resources				

# Spring Faculty Meeting Event Checklist

Spring  
Campus Center Ballroom

	<u>Contact for Materials</u>	<u>Date Requested</u>	<u>Follow-Up Request</u>	<u>2<sup>nd</sup> Follow-Up</u>	<u>Confirmed Received</u>
<b><u>BALLROOM</u></b>					
<b><u>CATERING</u></b>					
<b><u>ANNOUNCEMENTS</u></b>					
<b><u>HANDOUTS</u></b>					
Agenda	V. Delio & Senate Chair				
Minutes of FALL Meeting	V. Delio				
Recipients of Excellence Awards	Provost's Office (B. Weaver)				
President's Leadership Award	Email announcement				
Chancellor's Awards for Student Excellence	Student Involvement (Beth Conrad)				
Recipients of Undergrad Research Award	Office of VPR				
Deceased Faculty	Human Resources				
Commencement Info.	Events Office (James Hyde)				