

TO: All Voting Faculty

FROM: Dick Collier, University Senate Secretary and Chair of the Liaison and Elections Committee of the Governance Council

RE: SENATE VICE CHAIR AND SECRETARY NOMINATION CALL

The University Faculty Bylaws call for the solicitation from all voting faculty of nominations of candidates for the positions of University Senate Vice Chair and University Senate Secretary.

ELIGIBILITY: Any member of the Voting Faculty except the current Senate Chair, Vice Chair, and immediate Past Chair is eligible for election for incoming Vice Chair, and any member of the Voting Faculty except the Senate Chair and Vice Chair is eligible for election as Secretary. The candidates do not have to be current Senators but must be members of the "Voting Faculty" (full-time Professional Faculty or full-time Teaching Faculty.)

NOMINATIONS: Please submit your nominee's name and the office for which the person is being nominated to rcollier@uamail.albany.edu by Friday, April 4, 2008, in an email with subject head "VICE CHAIR/SECRETARY." Please determine that the candidate is willing to be nominated and to perform the duties of the office before submitting a name. Self-nominations are permitted. Thank you.

SENATE VICE CHAIR DUTIES INCLUDE:

- * serving on the monthly University Senate and the monthly Senate Executive Committee (each meet on Mondays from 3:30-5:30);
- * succeeding automatically to the office of Chair in the year following service as Vice Chair, and then to the office of Immediate Past Chair and Chair of UPC the following year;
- * being the faculty representative to the University Council; and
- * chairing the Governance Council and its Committee on Council Nominations.

SENATE SECRETARY DUTIES INCLUDE:

- * chair the Liaison and Elections Committee of the Governance Council
- * distribute brief announcements of recent and upcoming business before every Senate meeting
- * prepare and distribute the Senate agenda
- * 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
- * have primary responsibility for maintenance of electronic and written Senate documents
- * serve on the University Senate Executive Committee
- * serve on the Committee on Council Nominations of the Governance Council

ELECTION: The current members of the University Senate will elect the Vice Chair and the Secretary at the next Senate meeting, April 14th.

PS: It's not too late for YOU to volunteer to be a member of a Senate council or standing committee for next year. Please go to the following online volunteer form (please ignore the March 20th "deadline")
<http://apps.albany.edu/volunteer/?ID=22> Thank you for your interest!

Dick Collier, University Senate Secretary