

Faculty Senate | **Immediate Past President**

The **Executive Committee (EC)** of the Faculty Senate is the President, Vice President/President Elect, **Immediate Past President**, Secretary, Treasurer, Provost's Council Representative, University Curriculum Committee (UCC) Representative, Member-at-Large, Parliamentarian, and the APSU Board of Trustees Faculty Representative.

Eligibility:

The Immediate Past President is the faculty member who most recently completed a term as Faculty Senate President and continues to serve on the EC to provide continuity of leadership and institutional memory. The Immediate Past President is a non-voting member of the EC, but provides guidance based on prior experience in Senate leadership and University governance.

Role:

The role of the Immediate Past President is to support leadership transition, ensure continuity across Senate terms, and provide both a procedural and historical perspective to the EC and in Faculty Senate deliberations.

Responsibilities:

The primary responsibilities of the Immediate Past President include:

- advising the President and Vice President/President Elect on matters of governance, precedent, and Senate procedure.
- supporting leadership continuity during officer transitions.
- chairing or facilitating committees as designated by Senate Bylaws or EC practice.
- assisting with recognition of outgoing officers and awards as part of end-of-year transition activities.

Positional University Committee Assignments:

By virtue of the role, the Immediate Past President also serves as the chair of the Faculty Senate EC Slate Committee.

Detailed Timeline:

Summer Advise the Faculty Senate President on agenda items for the first EC meeting in August, as needed.

Fall/Spring Attend each weekly meeting of the Faculty Senate Executive Committee. (Thursday afternoons, starting at 1:00 pm)

Prepare for each Faculty Senate meeting by reviewing all "Documents to Review."

Attend each monthly meeting of the Faculty Senate. (Thursday afternoons, starting at 3:00 pm)

Review each draft of the Faculty Senate Meeting Minutes and provide feedback to the Executive Committee.

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Spring

Begin preparing during February for the new Executive Committee election to be conducted at the May meeting.

Order the awards for each member of the EC to be presented at the May meeting. Check with the Senate Treasurer on available funds. [Sporty's has the engraving used in previous years.]

Conduct EC elections at the May Senate meeting. Reminder: Only newly elected and continuing Senators vote (Senators rolling off do not vote on EC).

Assist with presenting EC awards at the May Senate meeting.

Make sure that the Senate President and the recipients of the Dr. Solie Fott Faculty Senate Leadership Award and the Staff Service Award have the nameplates engraved on their perpetual plaques.