

## Faculty Senate | **Provost's Council Representative**

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 Provost's Council Representative shall be a full-time faculty member duly elected by members of the Senate.

### **Role:**

The role of the Provost's Council Representative is to serve as the liaison between the Faculty Senate and the Provost, providing faculty input on academic policies, curriculum, and budgetary matters. The Provost's Council Representative participates in the Provost's Council deliberations and provides timely, accurate communication of actions and outcomes to the Faculty Senate. This role ensures shared governance and facilitates communication regarding faculty welfare and academic standards.

### **Responsibilities:**

The primary responsibilities of the Provost's Council Representative include:

- attending all scheduled meetings of the Provost's Council.
- representing Faculty Senate perspectives in Council discussions and decisions.
- reporting Council actions, outcomes, and relevant discussions to the full Faculty Senate on a regular basis, typically at the next Senate meeting.
- ensuring that the Provost's Council report is uploaded to the Faculty Senate website for faculty review.
- participating fully in EC meetings as a voting member.

### **Positional University Committee Assignments:**

By virtue of the role, the Provost's Council Representative serves as a member of the Provost's Council.

### **Detailed Timeline:**

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

Review all Provost's Council materials prior to meetings.

Attend each scheduled meeting of the Provost's Council.

Prepare a brief Provost's Council report to be presented at the next Faculty Senate meeting.

Work with the Faculty Senate Secretary to ensure that the Provost's Council report is uploaded to the Faculty Senate website for faculty review.

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

Review drafts of the Faculty Senate Meeting Minutes and provide feedback to the EC.