

Faculty Senate | **Vice President/President Elect**

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 Vice President/President Elect of the Faculty Senate shall be a tenured faculty member, duly elected by members of the Senate. The Faculty Senate Vice President/President Elect shall serve a one-year term and become the next Faculty Senate President. If a senator is elected Vice President/President Elect in their third year, they shall serve a fourth year as President. In the event that the Vice President/President Elect chooses not to succeed the President, an election for both President and Vice President/President Elect shall follow *Article IV – Procedures for the Election of Senate Officers* as outlined in the *Bylaws of the Faculty Senate of Austin Peay State University*.

Role:

The role of the Vice President/President Elect is to provide comprehensive support and assistance to the Senate President in the execution of the duties of the office, including serving as liaison to standing or *ad hoc* committees as directed, and acting as the presiding officer of the Faculty Senate in the absence of the President.

Recognizing the substantial time commitment required for the role, the Faculty Senate Vice President/President Elect gets reassigned time (three hours for the spring semester).

Responsibilities:

The primary responsibilities of the Vice President/President Elect include:

- serving as the primary designated proxy and representative for the Senate President during official meetings, specifically, attending jointly with the Senate President a selection of the monthly administrative meetings with the University President and Provost during the spring semester.
- chairing the Faculty Senate Rules Committee, which meets at least bi-weekly during the academic year, and ensuring adherence to all procedural deadlines.
- managing and conducting all necessary electoral processes, including the fall interim election and the spring election for Senate membership.
- assisting the Senate President in monitoring the progress of the Academic Red and White and the Faculty Red and White Faculty Senate committees.

Positional University Committee Assignments:

By virtue of the role, the Vice President/President Elect also serves as a member of the Faculty Senate Rules Committee and may be asked to serve on additional committees as needed.

Detailed Timeline:

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

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

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

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

Fall (Sept.) Prepare for the interim election in October.

Prepare agenda and schedule for the September Faculty Senate Rules Committee meetings.

Fall (Oct.) Conduct the interim election.

Prepare agenda and schedule for the October Faculty Senate Rules Committee meetings.

Fall (Nov.) Communicate interim election results.

Prepare agenda and schedule for the November Faculty Senate Rules Committee meetings.

Meetings

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

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

Spring (Jan.) Prepare agenda and schedule for the January Faculty Senate Rules Committee meetings.

Spring (Feb.) Prepare the reapportionment by February 15 for the upcoming Senate election. Contact HR for the number of faculty per college.

Conduct the spring Senate election. Send the adjunct election email to the list provided by HR. The Senate President sends the election communication to the all-faculty list.

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Prepare agenda and schedule for the February Faculty Senate Rules Committee meetings.

Spring (Mar.) Prepare agenda and schedule for the March Faculty Senate Rules Committee meetings.

Spring (Apr.) Prepare agenda and schedule for the April Faculty Senate Rules Committee meetings.

Spring (May) Assist with EC elections, if needed. Reminder: Only newly elected and continuing Senators vote (Senators rolling off do not vote on EC).

As the new Senate President, call for a motion to suspend meetings until August.

Spring (May) Reserve the Faculty Lounge (Cumberland Room) for all EC meetings for the next two years.

- The EC starts meeting the first week of the pre-semester on Thursdays from 1:00 pm – 4:00 pm

Reserve MUC 307 for all Senate meetings.

- The Senate meets on the fourth Thursday of each month (excluding December), plus the March called meeting and the last meeting on the first Thursday of May; Request a webcam and podium for the room set-up.