

**Proposition Number** 09-14/15

**Sponsors** S.H. Munson-McGee (ACES), G. Rayson (A&S), L. Blank (Business)

**Committee Assignment** Long Range Planning

**Title** A Proposition to Modify “Section C – Job Descriptions” of the Faculty Senate By-Laws

### Proposal

It is proposed to modify the “Section C – Job Descriptions” NMSU Faculty Senate By-Laws by adding the descriptions of the duties of the standing committees from the Faculty Senate Constitution. This section of the By-Laws already contains the duties of the Faculty Senate Chair and Vice Chair. Additionally, a new responsibility is given to the Senate Leadership Committee requiring them to annually review the prior year’s legislation to determine if any of it should be reintroduced or modified and introduced to the Faculty Senate for further consideration.

This proposition, if passed, would only take effect if the companion proposition to remove the duties of the committees from the Constitution was also passed by the NMSU Faculty. Proposed additions to the policy as taken from the current Faculty Senate Constitution or to enhance readability (given in **red font**), proposed deletions to the policy (given in **red strikethrough font**), and new text (given in **green font**) are shown below:

#### **Section C: ~~Job Descriptions~~ Duties and Responsibilities**

~~The evaluation of the officers will be based on the following job descriptions:~~

##### **1. Faculty Senate Chair**

**The responsibilities of the Faculty Senate Chair are:**

- a) Serve as Chairperson of the Faculty Senate;
- b) Conduct Faculty Senate meetings;
- c) Prepare and distribute Faculty Senate meeting minutes to faculty (supervise recording secretary);
- d) Prepare Faculty Senate meeting agendas;
- e) Attend or arrange for representation at all standing committee meetings;
- f) Consult with and help faculty and administration develop policy and legislation;
- g) Represent the Faculty Senate to the Academic Deans Council **by:**
  - o **Attending** all meetings;
  - o **Consulting** with the Committee on Committees concerning policies proposed by the Academic Deans Council;
  - o **Reporting** Academic Deans Council actions to the Faculty Senate;
- h) Represent the Faculty Senate to the Board of Regents **by:**
  - o **Attending** all meetings;
- i) Report Faculty Senate actions and faculty attitudes to the Board of Regents **by:**
  - o **Reporting** Board of Regents actions to the Faculty Senate;

- j) With the vice chairperson, represent Faculty Senate and faculty concerns at regularly scheduled meetings with the president and executive vice president and provost of the university;
- k) Provide regularly scheduled office hours to discuss issues and policies with faculty and others;
- l) Represent the Faculty Senate and the faculty to various individuals and groups as required and as appropriate; and
- m) Serve on other University Committees and Boards as required.

## 2. Faculty Senate Vice Chair

The responsibilities of the Faculty Senate Vice Chair are:

~~Responsibilities of the Vice Chairperson of the Faculty Senate:~~

- a) Serve as Vice Chair of the Faculty Senate
- b) Serve as chairperson of the Committee on Committees by:
  - o Conducting meetings;
  - o Preparing minutes (supervise recording secretary);
  - o Organizing meeting agendas;
- c) Attend standing committee meetings as appropriate;
- d) Consult with faculty concerning policy and legislation;
- e) Complete constitutional responsibilities by:
  - o Conducting Faculty Senate elections;
  - o Conducting Faculty Senate meetings in the absence of the chairperson;
- f) Represent the Faculty Senate to the Deans' Advisory Council by:
  - o Attending or arranging for representation at all meetings;
  - o Consulting with the Committee on Committees concerning policy recommendations originating in the Deans' Advisory Council;
  - o Reporting Deans' Advisory Council actions to the Faculty Senate;
- g) With the chairperson, represent Faculty Senate and faculty concerns at regularly scheduled meetings with the president and executive vice president and provost of the university.
- h) Serve as designee in the absence of the Faculty Senate Chairperson.

## 3. Senate Leadership Committee

The responsibilities of the Senate Leadership Committee are:

- a) To elect the Vice Chair of the Faculty Senate;
- b) To initiate, carry out, or lead senate discussions of such topics as it deems appropriate, including the formation of ad hoc or special committees;
- c) Review the implementation of any legislation adopted by the senate and to reporting of the status of that legislation to the full senate;
- d) Review the balance of the Faculty Senate Operating Budget and activity in that account once each semester;
- e) Oversee the scheduling of the time and place of each regular meeting of the Faculty Senate;
- f) Review the status of all legislation from the prior year to determine if any should be reintroduced or modified and then introduced to the Faculty Senate;

- g) Expedite and monitor electronic communications with and voting on emergency issues by Faculty Senators during those intervals outside of the regular academic year.

#### 4. Senate Standing Committees

The responsibilities of the Senate Standing Committees are:

- a) To consider propositions referred to them as described in Article IX of the Faculty Senate Constitution, as well as actively develop and prepare for Faculty Senate consideration such policies and propositions as may seem beneficial to the university, particularly in areas suggested by their names.
- b) Through hearings and requests for information, draw on the resources of the university and its administration to obtain any data they deem necessary in their recommendation-making capacity.
- c) Each committee shall have the right to create and constitute subcommittees consisting of individuals whom it designates; such subcommittees shall be chaired by a member of the constituting committee.

#### 5. Government Affairs Committee

The responsibilities of the Government Affairs Committee, in addition to those given above for the standing committees in general, are:

- a) To identify New Mexico government issues of concern to faculty, monitor developments at the state and local levels that affect higher education, and inform the Senate of these developments along with any recommended appropriate responses.
- b) Keep the NMSU Administration informed through the NMSU Office of Government Relations on any pending faculty senate propositions addressing government affairs external to NMSU.

#### **Rationale**

By moving the duties of the standing committees to the By-Laws, it becomes easier for the Faculty Senate to respond to changing needs since changes to the By-Laws require approval of the Faculty Senate while changes to the Constitution require approval of the NMSU Faculty. Thus the need for lengthy University-wide voting is needed only for substantial and significant changes in the purpose and organization of the Faculty Senate.