

The background features a grid of four quadrants. The top-left and bottom-left quadrants are light gray, while the top-right and bottom-right quadrants are white. A solid magenta square is positioned on the left side, overlapping the top-left and bottom-left quadrants. On the right side, there are abstract, flowing, wavy lines in shades of purple and pink, creating a dynamic, ethereal effect.

FACULTY SENATE

Roles & Responsibilities:
Guide for Senators

Introduction

Every year new Senators have questions related to what Faculty Senate does. It never hurts to remind current senators of rules and responsibilities, either.

Two documents are posted on the Faculty Senate webpage that you will want to review:

- Guide for Senators (this pdf file)
- Duties and Responsibilities (pdf file)
- Robert Rules of Order (Summarized) (pdf file)

Roles and Responsibilities

Faculty Senate is the governing body of the Faculty and as such speaks to issues related to Faculty. It is a deliberative body.



Senate is the means through which faculty engage in shared governance and influence/impact decisions on campus.



While there are a lot of specific things that are outlined in the duties and responsibilities document, first and foremost is communicating with your constituents regularly.



While all Senators bring their own thoughts and ideas to the Senate, it is important to remember this is a representative body. We should be communicating regularly with faculty, as well as taking the temperature of our faculty on various issues.



Attend Senate meetings or send an alternate or proxy. It is important to know what issues are being covered, to report to your unit, and bring their views back to Senate. You are responsible for ensuring your faculty have a voice in the decision making process.

General Information

Bylaws that govern Faculty Senate are posted on our webpage:

<http://www.uwyo.edu/facultysenate/>

Role of Faculty Senate Executive Committee (FSE)/Officers:

- Chair, Chair Elect, Secretary, Members at Large – voted on each year
- Setting Faculty Senate (FS) meeting agendas
- Running FS meetings / Roberts Rules of Order
- Administrative Input: Shared Governance / consultations / faculty representation

Faculty Senate needs strong leadership. We encourage all Senators to become actively involved in the leadership roles within Faculty Senate Executive, and within the various standing committees.

General Information

Quorum – needed in order to do business; requires 2/3 of Senators to be present

- Official alternates count towards quorum – proxies do not. If your department has not done so already, select an alternate.

Types of agenda/business items:

- Reports / Updates (Chair, Senates, President, Provost, other Guests)
- Regulation & policy changes
- Differences between UW Regs & SAPPs
- Proposed changes in curriculum / degree programs
- Administrative Issues
- Committee appointments / ratification
- Discussion items, other issues

Bill and Resolution Timelines

Timelines for conducting business (typically 3-4 weeks):

- Consideration by FSE & inclusion on FS agenda
- Announcement of FS agenda 1 week prior to FS meeting
- Introduction of resolutions & bills during FS meeting (i.e., first reading)
- Voting on resolutions & bills at following FS meeting (typically 2 weeks after introduction); voting follows discussion and any motions for amendments; voting on motions to amend precede voting on resolution/bill

Results of actions; recommendations to Administration and/or Board of Trustees

Executive Session

Participation in Executive Session following the Faculty Senate meeting:

Open to all Faculty Senators/Alternates

Closed to public, reporters, administrators, non-Senators (e.g., other faculty, staff, students)

This is the Senate's chance for open discussion, to raise faculty issues, concerns, comments in confidence; no agenda.

Chatham House Rules apply: You can repeat the information discussed, but not repeat who said it

Committees

Academic Planning
Committee

Budget Planning
Committee

Committee on
Committees

Faculty Academic
Standards, Rights &
Responsibilities
Committee

Faculty Recognition and
Development Committee

Graduate Council

Library Council

Research Advisory
Committee

Student Interaction
Committee

University Course
Review Committee

University
Reappointment, Tenure
& Promotion Committee

University Studies
Committee

Other Helpful Information

Faculty Listserv

- **Appropriate use:** an open forum for faculty members to raise and discuss any issue or question related to UW, academics, or similar topics.
- **Inappropriate use:** advertising—not even sabbatical rentals, political forum
- All postings to the faculty listserv are public records and subject to disclosure in accordance with Wyoming law.