

Faculty Senate Graduate Assistantship

Starting Date: August 1, 2017; 12 months (ending July 31, 2018)

Salary: \$12,000 (\$1000/month) along with Tuition Fee Waiver and Health Insurance

Contact: Beauvais Lyons, 974-3202, blyons@utk.edu

General Information

Mission of the Faculty Senate: The UTK Faculty Senate is the representative body through which the faculty participates in University affairs and shared governance. Through committees and a democratically elected legislative body, it promulgates policies and regulations regarding the general educational objectives of UTK.

Position Details: See position announcement (page 3).

Duties explained month by month:

General duties

Support the research, scholarship and creative activities of the Faculty Senate President as qualified, assist the Faculty Senate President with research efforts related to the Faculty Senate as well as provide administrative assistance to the Faculty Senate. Duties are mainly on a monthly cycle, e.g., monthly Executive Council and full Senate meetings, or on an as needed basis. Topics will arise throughout the year that will require attention (e.g., election issues, research, surveys of faculty, specific work needed by Senate committees, administrative work, Senate demographics report, serve as liaison with SGA and GSS officers, etc.). As such, the position is quite fluid and the duties are ever changing.

Summer Months

During this time, the GRA will support the research, scholarship and creative activities of the Faculty Senate President, assist the Faculty Senate President with research efforts related to the Faculty Senate. In addition, the Executive Council may hold sessions and the GRA works with the Faculty Senate President to respond to issues as they arise, on an as needed basis, typically at the request of the President or Administrative Secretary to the Senate, Ms. Sharonne Winston.

August

1. Senate Retreat:
 - a. Ensure all rooms are reserved.
 - b. Sharonne Winston takes care of the food order.

- c. Stay updated with the President and Ms. Winston to keep up with the number of Senators are attending the retreat (and, thus, can order appropriate amounts of food, etc.).
 - d. Make nametags for all Senators who RSVP.
 - e. Arrive at least 30 minutes before the event starts (prescheduled location) to:
 - f. Set up, ensure the food is set up properly, make a greeting table for Senators, etc.
 - g. If problems arise throughout the day, you will be the person that fixes them.
 - h. Be sure to have Ms. Winston's number readily available in case more food needs to be ordered.
 - i. Ensure that breakout rooms (previously scheduled location) are properly labeled.
 - j. Greet guest attendees as they arrive throughout the day.
2. Prepare for first Executive Council meeting
 - a. Obtain a list of all names of Executive Council members and make name placards at UC Copy (get account number from Ms. Winston) for new members of the Executive Council, as well as for those members whose titles have changed. This should be done about a week before the meeting in case UC Copy has delays. Names and titles should be printed on both sides of the placards.
 - b. Take attendance at all meetings and transmit to the Faculty Senate Secretary.

September-May

1. First Senate Meeting (and those that follow monthly): Arrive at the Senate meetings around 2:30 p.m. Meetings start at 3:30 p.m.
 - a. Pick up the nameplates (arranged alphabetically) from Ms. Winston's office.
 - b. Arrange the nameplates alphabetically on the tables in the designated Senate meeting room.
 - c. Place the banner and officers' (President, President-Elect, Secretary, Communications Officer, and Parliamentarian) nameplates at the table in the front of the meeting room.
 - d. Make sure any necessary technology is set up and working (microphones, projectors, etc.).
 - e. Return nameplates to Ms. Winston.

October - January

1. During fall semester, assist with arrangements for the Past Faculty Senate Presidents' Luncheon.
2. Departmental Bylaws: on the Senate's webpage, under 'Governing Documents', there is a link entitled 'College & Departmental Bylaws'. This should be updated each year, as departments will draft new bylaws, links will break, etc. Check each link to ensure that it is up-to-date. If it is not, send an email to Ms. Winston indicating the new link. If a link is broken or there is not a link to a certain department, contact that department head or college dean to determine if the issue can be resolved.

January-May

1. Work with the Faculty Senate President-Elect to provide support in the work of the Committee on Nominations and Appointments, including committee assignment selections by continuing faculty senators for the next academic year.

Position Description Posted: Graduate Research Assistant for the UTK Faculty Senate

Number of Vacancies: 1

Salary & Benefits: Tuition waiver plus \$1,000/month stipend and Student Health Insurance

Term: 12-month appointment at-will

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Position Details: The Faculty Senate is searching for a new Graduate Research Assistant, with work to begin in August 1, 2016. A qualified applicant should possess strong research and writing skills, an ability to synthesize information and draft reports, and the capacity to communicate effectively with both campus faculty and administrators. The applicant must commit to attend all Senate meetings (approximately every other Monday afternoon during the academic year, 3:30 pm to 5:00 pm) and must be a self-starter with good initiative.

The applicant should also be able to coordinate schedules among meeting participants, perform necessary administrative functions as they arise, and periodically plan Senate events. The preferred applicant would have at least two years of graduate course work remaining, but this is not a requirement.

Additional Details: The tuition waiver, stipend, and health insurance will commence on August 1, 2017, but the new Graduate Research Assistant would shadow the current Graduate Research Assistant until that time. Payment would be on an hourly basis for work completed until July 31, 2017.

To Apply: Interested applicants should submit a letter of intent summarizing his or her qualifications, a resume, and a writing sample to Faculty Senate President-Elect Beauvais Lyons (blyons@utk.edu). Applications will be accepted through Monday, May 22, 2017 or until the position is filled.