

GUIDELINES FOR BEING A CAUCUS CHAIR

For around fifteen years the Faculty Senate has been organized around a caucus system. Before caucuses were established senate representation was often treated as a service assignment made by a department head or dean. In contrast, having an active caucus, one that fosters election of faculty senators is critical to ensuring fair and effective representation of faculty concerns about the operations of the university. The Caucus Chair plays a key role in ensuring this process works smoothly.

DUTIES OF THE CAUCUS CHAIR

1. The Caucus Chair encourages communications among members of the caucus, typically through email.
2. Helps to keep the faculty at-large in their division/college informed of important issues before the Faculty Senate.
3. Working with the Faculty Senate President-Elect and the Administrative Assistant of the Faculty Senate, the Caucus Chair issues a call for nominations and self-nominations in January for open seats in the Faculty Senate, striving to get two candidates for each open position. Elections are conducted electronically through the Faculty Senate, or in called meetings of the unit represented by the Caucus, and are to be completed by April 1.
4. The Caucus Chair is a member of the Committee on Nominations and Appointments, which typically completes most of its work each spring through email.
5. The Caucus Chair is to share the information below about the criteria and duties of being a Faculty Senator with colleagues in their division/college caucus.

CRITERIA TO BE A SENATOR:

Elected Faculty Members: Criteria, Election, Term of Office, and Duties. Elected faculty members shall be chosen from those members of the faculty meeting the following criteria at the time of the election: (1) the holding of full-time or continuing part-time appointment with the rank, or equivalent rank, of lecturer, clinical instructor, assistant professor or higher; and (2) the performance of academic duties totaling at least half-time teaching, research, service, or departmental administration. The term of office for each elected faculty member is three years (except for UTSI) and begins August 1 of the year in which the member is elected. The members elected by each college, unit, or division (as provided in Section 2 of Article II) shall be divided into three classes, each class consisting of approximately one-third of the elected representatives of each college, unit, or division. After completion of a full three-year term or any partial term of more than one year, an elected faculty member shall be eligible for a second three-year term. A senator who has served two consecutive terms is eligible for nomination only after being off the Faculty Senate for a full three years.

DUTIES OF A FACULTY SENATOR

Each voting member of the Faculty Senate shall:

1. Represent the constituency and the broader interests of the faculty;
2. Attend and participate in Faculty Senate meetings on a regular basis;
3. Participate actively in the appropriate caucus;
4. Communicate and interact regularly with constituents;
5. Maintain active membership on at least one Faculty Senate standing committee;
6. Serve on other committees and task forces as needed; and
7. Participate in Faculty Senate retreats, training, and information sessions