

UNIVERSITY OF SOUTH FLORIDA – TAMPA

FACULTY SENATE

MANUAL FOR IN-COMING OFFICERS

Prepared by:
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Faculty Senate Office

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President

- a. presides at Faculty Senate meetings;
- b. serves as Chair of the Senate Executive Committee;
- c. represents the Faculty Senate on any matter within the Faculty Senate's jurisdiction or as requested by the Board of Trustees or University President;
- d. serves as liaison between the Faculty Senate and the President of the University, Provost, and Senior Vice President for Health;
- e. serves as a voting member of the USF System Faculty Advisory Council;
- f. appoints Chair of Committee on Committees from its membership;
- g. acts as Grand Marshal at Commencement ceremonies; leads procession and carries University Mace;
- h. introduces University President at official functions;
- i. supervises staff of the Faculty Senate Office;
- j. conducts annual evaluation of Faculty Senate Support Staff – May; and
- k. performs other duties as may be directed by the Faculty Senate.

Vice President

- a. acts as President when the President is absent or otherwise unable to act;
- b. serves as Chair of the Resolution Implementation Committee;
- c. serves as a voting member of the USF System Faculty Advisory Council;
and
- d. performs other duties as may be directed by the Faculty Senate.

Secretary

- a. ensures the minutes of the meetings of the Faculty Senate are kept and all notices required under the *Constitution* and *Bylaws* are transmitted;
- b. ensures all records of the Faculty Senate are maintained;
- c. manages all Faculty Senate elections; and
- e. performs other duties as may be directed by the Faculty Senate.

Sergeant-at-Arms

- a. determines issues of quorum and the voting privileges of alternates at Faculty Senate meetings;
- b. counts votes whenever a roll call is held or written ballots are submitted;
- c. maintains order during Faculty Senate meetings;
- d. enforces use of proxy for absent Senators;
- e. enforces absenteeism;
- f. serves as a voting member of the USF System Faculty Advisory Council;
and
- g. performs other duties as may be directed by the Faculty Senate.

Senator-at-Large

- a. represents the views of Faculty Senators to the Executive Committee;
- b. serves as liaison between the Faculty Senate and the Executive Committee;
- c. coordinates an orientation session for new Faculty Senators;
- d. serves as a voting member of the USF System Faculty Advisory Council;
and
- e. performs other duties as may be directed by the Faculty Senate.

Parliamentarian

- a. advises the President on parliamentary procedures;
- b. advises any Faculty Senator desiring help on motions or other parliamentary procedures;
- c. serves on the Constitution and Bylaws Committee, when activated;
- d. serves as a voting member of the USF System Faculty Advisory Council;
and
- e. performs other duties as may be directed by the Faculty Senate.