

University and Faculty Senate Duties Breakdown

Task	Person Responsible Per Bylaws	Notes
Determine regular senate meeting dates	Consultative committee (per SCC/FCC charges)	In practice, the Senate Office has long done this.
Determine senate meeting location	Consultative committee (per SCC/FCC charges)	Although modality is not addressed in the bylaws, "location" has been interpreted to be inclusive of modality. This year (2026-27), the FCC and SCC voted to hold one regular senate meeting per semester in person/hybrid, and the rest fully online. The FCC and SCC delegated determining which dates would be hybrid vs remote, as well as the locations of the hybrid meetings, to the Senate Office.
Call a special senate meeting	Special meetings shall be held upon the call of the president, the consultative or upon written request of ten percent of the membership of the senate. The University Senate also requires that each constituency be represented in the call. (University Senate Constitution, Art III, Sec 4(b); Faculty Senate Constitution, Art IV Sec 4(b)).	In the event a special meeting is called, it shall be scheduled by the University Senate Office as soon as is reasonably practicable and senators shall be notified of any special session of the senate at the earliest possible date and not less than two days before the meeting. The Senate Office bases scheduling decisions based on the availability of essential personnel, with input from those calling the special meeting. (Art III, Sec 4(b); Art IV Sec 4(b)).
Cancel a senate meeting	The bylaws are silent on cancellations.	In the past, the decision to cancel a meeting was made by the FCC/SCC chair and vice chair, in consultation with the Senate Office. (The president has no role in this decision.)

Set senate agendas (content)	Consultative committee chair, to be approved by the FCC/SCC (Faculty Senate Bylaws, Art III, Section 5(d)).	In practice, the senior senate associate prepares the draft agenda based on topics proposed by reporting committees, members of the FCC/SCC, FCC/SCC chair/vice chair, and occasionally the administration, in consultation with the FCC/SCC chair. Topics are often informally proposed by way of discussion in a meeting, for example– the senate associate pays attention to items raised for possible consideration and adds them to a running list, which she and the chair/vice chair use to plan agendas. She also tracks items of business that are moving through the governance system—for example, policies that have been approved in committee that need final approval from the senate, or legislative action from other committees. (The president is not involved in preparing senate agendas, except to the extent that she may propose topics for consideration.) Agendas are also discussed at FCC/SCC meetings as they come together.
Prepare senate agendas (document)	Clerk (Faculty Senate Rules, Art III, Sec 2.)	This clause is interpreted to mean “the office of the clerk.” Some of these duties, including this one, are performed by the Senate Office. The senate associate orders the agenda based more or less on an order established by long precedent, but things are occasionally moved around based on the availability of speakers or other considerations. Upon completion of the draft agenda, the senate associate sends it to the chair for approval, and then the FCC/SCC for a vote. The senate associate then posts the agenda on the Senate Office’s website, in the Google calendar invite, and distributes it to senate members by email.
Develop processes to implement requirements in the CBR, when implementation is not specified therein		Senate Office (examples include sign-in/quorum tracking, system for queuing, pro/con debate, voting procedures, etc.)
Determine method of voting on actions in senate meeting		Senate Office, subject to approval of FCC/SCC
Chair senate meeting	President (as the chair of the U/Faculty Senates), or the vice chair of the senate	
Answer questions at senate	President	Each meeting that the president attends must include Questions to

meeting		the President. There are no such requirements for the Provost or FCC/SCC chair, but these items are still typically included as time allows
Make parliamentary rulings	Parliamentarian(s)	
Keep time at senate meetings	Clerk	Senate Office runs the timer because it is in Zoom and they run the Zoom; the clerk provides vocal reminders if necessary
Produce minutes for senate meetings		Senate Office
Respond to senate actions		The president is responsible for responding to senate actions. Other administrators and President's Office staff may assist. Those preparing the response may consult with senate leadership or committees on the response. The Senate Office distributes the responses but has no role in preparing them.
Oversee senate elections	Varies by constituency	The Senate Office oversees the <i>process</i> for faculty and staff. Colleges run their own Faculty Senate elections according to guidelines spelled out in the CBR. The P&A and CS Senates elect their representatives to the U Senate. Student Senate elections are run by each campus. For the TC campus, the All Campus Elections Commission runs Student Senate elections.
Oversee FCC elections	Each campus assembly	For the TC, the Nominating Subcommittee is in charge of recruiting and nominating people to stand for election, then deciding which candidates to advance. The slate is approved by the senate, and the Senate Office collects candidate statements and prepares and distributes the ballot via Simply Voting.
Appoint chairs of (most) non-elected committees	Committee on Committees	Committee on Committees seeks input via Google form from members of the committee (including current chair)
Appoint members to (most) non-elected committees	Committee on Committees for staff/faculty members;	Senate Office prepares list of openings and nominees; ConC members decide which nominees to invite to serve.

	Student Committee on Committees for student members.	
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