SENATE RESPONSIBILITIES: FACULTY SENATOR & LEAD SENATOR

Faculty Senator

In order for the Clemson University Faculty Senate to fulfill its duties and responsibilities specified within the Faculty Constitution of the Faculty Manual and Procedural By-laws, individual Senators are expected to:

- Promote and support the mission of the Faculty Constitution;
- Abide by the policies and decisions of the Senate;
- Advocate the policy positions of the Faculty Senate at all University governance levels;
- Communicate with constituents;
- Recommend and assist in recruiting prospective Faculty Senators;
- Serve as a liaison from the Faculty Senate to the University by attending events of importance to the mission of the Faculty Senate;
- Develop and maintain a working knowledge of the Faculty Senate and its programs, and current issues of higher education, in general, and Clemson University, in particular;
- Serve on committees and/or task forces voluntarily or as requested;
- Prepare for each Senate meeting by reviewing meeting materials and formulating questions and responses to issues; and,
- Attend meetings regularly (absence from two [2] regularly-scheduled Senate meetings during the Senate year [April to March], without prior notice, may be grounds of dismissal from Senate membership). Senators unable to attend should notify the Senate Office and an alternate.

Lead Senator

- On a regular basis, communicate with college senate delegation;
- On a regular basis, communicate with collegiate faculty to apprise them of the work, discussions and actions of the Faculty Senate;
- Ask collegiate faculty if there are any issues that they would like you to bring to the Faculty Senate for consideration;
- Invite collegiate faculty to Faculty Senate meetings;
- On a regular basis, meet with college dean to apprise her/him of the work, discussions and actions of the Faculty Senate;
- Invite dean and department chairs to Faculty Senate meetings;
- Each year, ask dean for a list of those administrators who are to be evaluated during the current academic year; and,
- Incorporate electronic voting capabilities within your college in order to vote on issues, etc.