

# West Virginia University Faculty Senate New Faculty Senator Guide

## **Primary Responsibilities for Senators:**

- Actively participate in all Faculty Senate meetings.
- Participate in Senate committees.
- Seek input from colleagues about ideas, policies, or areas of concern.
- Disseminate policy issues passed by Senate to your constituents.

## **Faculty Senate Meetings**

### **When**

Regular meetings are typically held at 3:15pm on the first or second Monday of each month. A list of all meeting dates is posted on the [Faculty Senate website](#).

### **Where**

Meetings are held both online via Zoom teleconference and in-person in the Fitzsimmons Event Hall at the WVU College of Law. Senators are encouraged to attend in person when able.

### **Attendance and Absence**

Senators are expected to attend all meetings, and attendance is taken at each meeting by the Faculty Senate Office. Senators may mark themselves as present by completing the meeting attendance poll or by checking in with the Faculty Senate representative staffing the table inside the event hall.

If you will be absent from a meeting and wish to be marked as excused, please send notice of your absence to [FacultySenateOffice@mail.wvu.edu](mailto:FacultySenateOffice@mail.wvu.edu) prior to the meeting.

### **Meeting Organization**

Each meeting will follow an agenda that is posted online and distributed via email a week prior to the meeting. Meetings follow parliamentary procedure – please refer to the quick reference guide at the end of this document for detail. Meeting minutes are made available no later than one week before the next meeting. Senators may request amendments to the recorded minutes by contacting the Faculty Senate Office.

### **Addressing the Senate**

Senators will have the opportunity to speak on most items of business that pass before the Senate. Once a report has been given or a main motion stated, the floor will be opened for questions or comments from the assembly. Any Senator wishing to address the Senate should approach one of the microphones in the event hall or use the “raise hand” function in Zoom. Once recognized by the chair, please state your name and constituency before comment.

Items not directly related to the agenda may be introduced under “New Business” when prompted by the Chair. A non-Senator may only speak at a meeting if a Senator publicly requests permission for the named guest to do so.

## **Committees**

There are three types of Senate committees: constitutional, standing, and special. See Faculty Constitution Article III for more detail.

Committee rosters may include Senators, faculty, staff, students, and ex officio members. Composition is determined by the Committee on Committees, Membership, and Constituency, though additional members may be considered by each committee.

### Constitutional Committees (2)

Executive Committee

Committee on Committees, Membership, and Constituency

### Standing Committees (13)

Academic Technology Committee

Curriculum Committee

Committee of Retired Faculty

Faculty Welfare Committee

General Education Foundations Committee

Inclusion and Diversity Committee

Library Committee

Research Committee

Service Committee

Shared Governance Committee

Student Rights and Responsibilities Committee

Sustainability Committee

Teaching and Assessment Committee

### Special Committees (2)

Committee on Collaboration

Recruitment and Retention Committee

## **Committee Organization**

To serve as senate committee chair, one must be a Senator or have served as chair-elect the previous year. The chair-elect must be a member of the Senate or have served the last three years as a member of the respective committee.

The Faculty Senate Office distributes a survey each spring to provide faculty with an opportunity to select the committees on which they would like to serve. The Committee on Committees, Membership, and Constituency will then attempt to match Senators with their identified committees of interest.

## **Committee Reporting**

When a committee desires action by the entire Senate, it is the responsibility of the chair to present the case and documentation to the Executive Committee of the Senate. The Executive Committee evaluates the information and, when appropriate, places the information on the regular Senate meeting agenda. The committee chair or other designated member should be present to ask for discussion and/or action from the Senate.

All committees are expected to provide an annual report summarizing committee progress/business compared to related goals and establishing new committee objectives for the upcoming academic year.

### **Communication and Representation**

As a Senator, you are expected to both distribute relevant policy information to your constituents, as well as seek input, feedback, and concerns from those you represent. You may choose to do this in several ways:

- Create a summary or outline of Senate actions for each meeting and post them in a shared space.
- Send a regular e-mail summary.
- Contact members of your constituency in person or by phone to discuss Senate actions.
- Other means of your choosing.

It is your responsibility to bring any ideas, policies, or problems of your colleagues to the attention of the Senate. Depending on the issue, you may choose to contact a member of the Executive Committee, another appropriate committee, or a member of Senate leadership. After consulting with those individuals, a recommendation may be made to place the issue on the agenda for the attention and discussion of the Senate. If you intend to bring an issue to the Senate floor, please contact the Chair of Faculty Senate beforehand.