

Faculty Senate President Duties

The Faculty Senate President is an elected faculty member who serves as president of the full Faculty Senate and the Faculty Senate Council.

The main obligations of the Faculty Senate President are as follows, to:

- Convene Senate Council meetings on the second and fourth Tuesdays of the month.
- Convene four meetings of the full Faculty Senate during the academic year.
- Serve on the Planning and Budget Committee (PBC), which meets once or twice a week during the spring term and occasionally in the fall.
- Meet regularly (semi-monthly) with VP and Dean of Academic Affairs to discuss faculty and/or administrative concerns of importance to faculty.
- Meet as needed with the Pitt Bradford President.
- Attend the summer leadership retreat.
- Attend the advisory board retreat in the fall (1.5 days).
- Oversee the routine functioning of the Faculty Senate, including the following:
 - Charges to Senate committees
 - Reports from Senate committee chairs
 - Annual elections for Senate committees and (biannually) leadership
 - Administrative Feedback surveys (formerly called “administrative evaluations”)
 - Awarding Academic Excellence Award
 - Award students at each academic level, with the highest grade point average rounded to the first decimal point. If there are more than 5 students in consideration, then the grade point average will be rounded to the second decimal point, while also taking into consideration the number of credits involved, per student.

Beyond the regular obligations, the President is the liaison between faculty and all other campus and university constituencies. Therefore, the Senate President may sometimes meet with the Student Government Association and/or Staff Association Presidents to discuss issues of common concern. The Senate President may also meet with the Director of Annual Giving, the VP for Enrollment Management, the president of the Advisory Board, or anyone else. As the representative of the faculty, the Senate President is also routinely invited to attend other functions, such as the Donor Scholarship Luncheon, the Major Donors Reception, and possibly other events to which the faculty as a whole are not invited.

The Senate President may be asked to consult with or advocate for individual faculty members. In the absence of a union, the Senate President is one of the only individuals to whom faculty feel they can turn with grievances that they do not wish to share with their immediate supervisors. However, as the elected representative of the faculty, the Senate President is in a position to speak on behalf of an aggrieved faculty member and should do so if it is in that person’s interest.

The role of the Senate President in relation to the rest of the university is harder to define. There is a long and productive history of consultation between senate leaders of the Pitt campuses. The

Pitt Bradford Faculty Senate President can contact the University Senate President, who may be able to advise on matters that extend beyond our campus.

The Pitt Bradford President should become familiar with the Pitt Bradford Constitution and By Laws as well as the University Senate website. When an issue arises that is not covered in the Pitt Bradford constitution, one may refer to the University Senate constitution. The University Senate President and the office manager for the University Senate will offer assistance.

The Faculty Senate President has a great deal of latitude to define her or his position, especially in regard to the three-credit course release per term offered in exchange for fulfilling these duties. The Senate President fills a unique position of promoting communication between groups to ensure that faculty concerns are heard.

It is advised to remember that the long-term effectiveness of faculty governance is based on good communication and mutual respect, which are more important than any single struggle as Senate President. Observing these practices will ensure the representation and support of Pitt Bradford's faculty.