

Faculty Assembly Representative Responsibilities

Updated 8/25/2020

'Faculty Assembly is the deliberative body through which the faculty participates in the governance of the College' (Bylaws 2020: Article VI, Section 2). As a representative to Faculty Assembly, you are your department's representative; that is the constituency you are representing. In order for us to deliberate effectively, responsibilities of Faculty Assembly representatives include:

- Attend Faculty Assembly meetings
 - At our meetings, you'll hear about what's going on in the FA councils during 'council and committee reports', make decisions that pertain to our curriculum and our campus, learn about what is happening in other areas on campus, and vote on items before the Assembly
- **Communicate** to your department the issues, debates, and items raised at Faculty Assembly. Acting as an information conduit is an incredibly important role
 - You will often have to cast a vote at Faculty Assembly about a program revision, new program, policy, or resolution. We have a two-week rule, which means that anything to be voted on first comes to FA as a handout two weeks before the vote. In the intervening weeks between you getting the handout and the vote, you should let your department know about the item so that you can represent your constituency
 - At most of our FA meetings we'll have a guest speaker passing on information about something relevant to us as faculty and staff, or about the campus in general. The only way that people in your department will be kept in the loop on this communication is if you report back to them
- Represent your department's interests and positions
- Serve on a Faculty Assembly Council, Committee, or Task Force
 - Council terms are two or three years. You can find out more about a Council's business by looking at the Faculty Assembly website, and clicking on "Councils" in the left-column navigation pane. Most Councils have links with more information about that Council
- Bring issues, concerns, or motions to the floor, or to the appropriate Council
 - At the end of every meeting, we have a 'new business' item. This is for you to bring up new business you'd like us to consider
 - You may also present a motion to a Council or the floor of the Assembly
- Read the minutes of Faculty Assembly meetings to make sure we have correctly recorded what happened at a meeting

Nuts and Bolts of Our Meetings

Our meetings for Fall 2020 (and likely Spring 2021) will take place on Zoom. The URL is sent out over the FA email list. Our membership is broader than most faculty senates. Administration and Professional Staff each have two voting seats, and the Student Association has four voting seats. Each department has one or two voting seats, depending on the number of voting faculty in that department.

Logging into Zoom with your correct name will be important for the secretary to take accurate attendance. Handouts are linked in the electronic agenda and are posted under Meeting Items on left navigation pane of the [Faculty Assembly website](#). The majority of our business concerns the curriculum, but we also vote on catalog language, policies, programs, and other resolutions. Sometimes there are informational handouts. T

Each meeting starts with approving the agenda, followed by the minutes. The FA recorder distributes the minutes by email a few days after our meetings. Please take a look at that time and see if you notice any typos, mistakes, etc. Email her so that we can revise them before the meeting. She'll email a revised copy if there are significant changes.

The FA Chair then gives a report of what she's done or will be doing or passes along information from the SUNY University Faculty Senate (the FA for all SUNY four-year campuses).

Most FA business works its way through our Councils before it hits the floor. FA Councils will give reports at each meeting. Pay attention to these, because it's in the Councils that we try to troubleshoot and have in depth discussions on the business before it, usually right before it 'hits the floor', i.e. becomes a handout that will be voted on. If you have questions or want more information on something, during the Council reports is a good time to ask.

Next we vote on items that were handed out two weeks prior to the meeting. Please introduce yourself and who you represent during discussions. We use a loose version of Robert's Rules of Order. During the discussion is another point where you can ask questions or propose revisions or amendments.

We often have presenters at our meetings who will present on something relative to our curriculum, our campus, our programs, etc. Communication is a continual challenge, and this is one of the ways we share information important to faculty on the campus. If the presenter has a presentation, it will be posted on our website and linked through the minutes, too. Please share this information with your departments.

Finally, we end with a call for new business. If you have a general question, or there is something that you want to become FA business, now is the time to bring it up.