

Faculty Senate Procedures Manual

The Committee on Governance Structure and Documents was charged by the Governance Council Spring 2001 with assembling a procedures manual for the Faculty Senate.

The Faculty Senate Constitution provides philosophical and theoretical guidance; the Faculty Senate By-laws interprets the Constitution. The Procedures Manual will serve as a training tool for newly elected and appointed officers, will provide practical guidance as to which officer is responsible for carrying out various responsibilities, however, at the same time can be revised without approval of the Faculty Senate, the Board of Regents, etc.

The Faculty Senate Procedures Manual outlines roles and responsibilities of elected officers, council and caucus chairs, and committee chairs. It provides advice and timetables on procedures such as the various senate elections, offers a template for resolutions, and describes various meeting management techniques required for our elected and appointed officers to assume their duties in a seamless manner.

Faculty who have served on the Governance Structure and Document Committee the past two years who have assisted in compiling this document are:

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Attached are the revision and maintenance police of the manual as well as table of contents. The Faculty Senate Procedures Manual can be found online at:
<http://www.facsen.iastate.edu/documents/faculty-senate-procedures-manual.doc>

Faculty Senate Procedures Manual Revision and Maintenance Policy

The Faculty Senate Procedures Manual is intended as a source of information and a guide for elected and appointed officers of the Faculty Senate to assist them in carrying out their senate duties.

The Procedures Manual also includes information to assist in the performance of official and routine procedures of the Faculty Senate.

Revisions to the Procedures Manual may be made at any time. Officers are encouraged to review and revise sections of the manual on an annual basis to reflect current practices. These revisions will be sent to the chair of the Governance Structure and Documents Committee.

The Procedures Manual is maintained by the Faculty Senate Committee on Governance Structure and Documents and is reviewed by the committee in years ending in –0 and –5.

Faculty Senate Procedures Manual

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Secretary

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Council on Faculty Development and Administrative Relations
Council on Faculty Governance
Council on Judiciary and Appeals
Council on University Resource Policies and Allocations

College of Agriculture Caucus
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College of Design Caucus
College of Education Caucus
College of Engineering Caucus
College of Family and Consumer Sciences Caucus
College of Liberal Arts and Sciences Caucus
College of Veterinary Medicine Caucus

Committee on Academic Standards and Admissions
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