UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Faculty Senate

DIVISION: Academic Affairs

REPORTS TO: Chairperson, Faculty Senate

GRADE: 14

SUPERVISES: Support staff

BASIC FUNCTION:

Provide consistency for the implementation of policies and procedures and administrative continuity to the University's system of governance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Train the Senate Chairperson and other Senate officers for their roles in the University governance.

Set agenda for meeting of the Faculty Senate, Senate Executive Committee and Curricular Affairs Committee.

Coordinate for Faculty Senate requested information related to the governance of the University.

Recommend appointment to Senate Committees and coordinate all aspects of the operations of the Senate's committees.

Draft Senate legislation and provide continuity for all legislative matters.

Clarify and interpret University academic regulations for members of Faculty Senate, administrators, faculty and students.

Supervise the content, format, publication and distribution of the University Manual.

Manage the Faculty Senate budget.

OTHER DUTIES AND RESPONSIBILITIES:

Undertake special projects as requested by the Faculty Senate and/or the administration.
LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, and word processing, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required; master's degree preferred. At least two years of academic administration or teaching experience required. Familiarity with university structure, policy formation processes and procedures and higher education functions. Must possess excellent verbal and written communication skills as well as strong interpersonal skills.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.