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Develop by:LT,CCM
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Approved by:...LK
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**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Coordinator, Faculty Senate
DIVISION: Academic Affairs (Provost)
REPORTS TO: Chairperson, Faculty Senate
GRADE: 14
SUPERVISES: Support staff

BASIC FUNCTION:

Provide support and consistency for the implementation of policies and procedures and administrative continuity to the University's system of shared governance. Assist University faculty in achieving their goals through the objectives of the Faculty Senate by working closely and confidentially with the steering committee of the Senate which is the Faculty Senate Executive Committee (FSEC.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Set agenda and schedule for meetings of the Faculty Senate and Faculty Senate Executive Committee.

Schedule meetings of the General Faculty-Graduate Faculty.

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

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

Draft Senate legislation and provide continuity for all legislative matters.

Conduct referenda when directed to do so by the Faculty Senate.

Prepare college apportionment reports; determine who may be counted as faculty and eligibility of persons for election to the Faculty Senate; notify colleges of Senate vacancies and any changes in apportionment.

Solicit membership in the Faculty Senate, its committees and faculty senate representation to Joint Committees of the Faculty Senate and the President via communication with the Executive Committee, Deans, Chairs, and the faculty at large. Facilitate Senate elections; maintain records of appointments.

Facilitate appointment to Senate Committees and Advise as needed the operations of the Senate's committees.

Maintain archives of all legislation and other Senate materials as appropriate.

Oversee systems for processing, tracking, and archiving curricular proposals; ensure that systems meet the needs of department, college, Senate committees, the Administration and other units in addition to the Rhode Island Council on Postsecondary Education.

Oversee and maintain system to update electronic course catalog.

Assist the Constitution, By-laws, and University Manual Committee with incorporating all changes; function as editor of the university manual, maintain accurate availability and accessibility of the University Manual; maintain a record of superseded sections.

Under the direction of the FSEC, serve as the Faculty Senate liaison to the Administrator Evaluation Coordinator; assist as needed in notification of administrators to be evaluated, solicitation of evaluation committee members, and preparation of lists of survey recipients.

Facilitate solicitation of nominees for annual faculty award, Faculty Outstanding Service Award.

Assign and supervise the workload of the Faculty Senate Specialist.

Maintain multiple listservs.

Maintain and oversee Faculty Senate website.

Manage the Faculty Senate budget.

OTHER DUTIES AND RESPONSIBILITIES:

Undertake special projects as requested by the Faculty Senate.

Use and maintain various learning management systems for the Faculty Senate.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, database management, and spreadsheet software; Adobe Acrobat applications, WordPress and eCampus systems.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's or other post-baccalaureate degree; Minimum of five years progressively responsible experience in administration; Demonstrated experience in committee coordination, university legislative process and higher education functions; Demonstrated experience in parliamentary procedure and policy formation processes and procedures; Demonstrated supervisory experience; Demonstrated knowledge in building databases and other information technology tools for use in decision-making; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum of two years' experience in a higher education administration environment; Demonstrated internet skills for research, communication, and website maintenance; and, Demonstrated familiarity with Adobe Acrobat applications, WordPress and eCampus systems.

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