**schedule of Faculty governance tasks, as required in the Senate Constitution and By-Laws**

March 29, 2021

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Faculty meets four times per year. *Traditional regular meeting times are at the start of Fall and end of Spring semesters, but these times are not mandated in the Constitution.*

Senate meets once a month, usually the first Friday at 1:30 pm. *Time and day is not a Constitutional mandate.*

Senate Executive Committee meets once a month, usually on the last Friday at 11:00 am. None of this is mandated in the Constitution.

Senate draft agenda is sent out three days prior to Senate meeting.

At the first General Faculty meeting of the fall semester, faculty elect Standing Committee members (unless a college did its election the previous spring). Senate Vice Chair appoints a convener for each Standing Committee. Note that the Standing Committee Chairs are elected at the final Standing Committee meeting each spring semester.

At the first meeting each semester, General Faculty remember deceased colleagues.

By the Monday after Labor Day, Chairs of Standing Committees are chosen, and they inform the Senate Vice Chair.

By September 1, student representatives to Standing Committees shall be appointed (*by whom?*).

In the first week of March, each college or division elects Senators and alternates.

Annually, colleges elect their representatives to Standing Committees, with the new members being seated at the start of the upcoming fall semester. Other members of Standing Committees are elected at the first General Faculty meeting of the fall semester (above).

In April, General Faculty elect ACF and BOG reps.

In May, the new Senate is seated.

In May, the new Senate elects a new Chair, Vice Chair, Historian and Secretary

Annually, Executive Committee appoints a Parliamentarian.

By the final meeting at the end of each spring semester, each Standing Committee elects its Chair. If this doesn't happen, the Senate selects a convener by August 31. Note that the rest of the Standing Committee is elected at the first General Faculty meeting in the fall, or at individual college meetings.

At the final General Faculty meeting in the spring, General Faculty elect Program Review Committee members for the upcoming academic year.

By June 15 each year, the Senate Secretary sends to President, Provost, Chair of the Council of Classified Staff all changes to the Faculty Handbook.