

Chair, UWT Faculty Assembly

Term: 2008-2009, three course releases per year

Duties of the Chair:

The Chair shall preside at all meetings of the Faculty Assembly and UWT Faculty Executive Council.

The Chair shall take the lead in setting the Faculty Assembly and UWT Faculty Executive Council agendas.

The Chair shall work with the UWT Faculty Executive Council on proposing and implementing policy changes (e.g. changes to the Bylaws).

The Chair shall coordinate and expedite the work of the standing committees/councils through regular meetings with the chairs of the standing committees/councils. The Chair shall ensure that vacancies for the following year in the standing committees are filled.

The Chair shall take appropriate action in response to requests from any faculty member on matters within the purview of the Faculty Assembly.

The Chair shall be the spokesperson and representative of the Faculty Assembly on all matters concerning the publication or public explanation of Faculty Assembly actions.

The Chair shall act as the liaison between the Faculty Assembly and the Administration of the University in conformity with the broadly defined will of the faculty of UWT. This work includes regular meetings with the Chancellor and the Vice Chancellor of Academic Affairs.

The Chair shall represent the Faculty Assembly on selected campus and University-wide committees and task forces. The Chair shall report to the UWT Faculty Executive Council on the activities of such committees and task forces.

The Chair shall represent the Faculty Assembly on the UW Senate Executive Committee and in the UW Senate and report to the UWT Faculty Executive Council on UW Senate business.

Vice Chair, UWT Faculty Assembly

Term: The Vice Chair serves one year as Vice Chair, 2008-2009, then one year as Chair, 2009-2010 (currently the Vice Chair receives one course release per year, but two additional course releases, for a total of three, are expected beginning next year)

Duties of the Vice Chair:

The Vice Chair shall assist the Chair in all matters concerning the business and operation of the Faculty Assembly and UWT Faculty Executive Council. This includes serving as the recording officer for Faculty Assembly and UWT Faculty Executive Council meetings, establishing a quorum for Faculty Assembly meetings, and supervising the counting of ballots for Faculty Assembly elections and business, as well as reporting results to the faculty.

The Vice Chair shall preside over the Faculty Assembly and the Faculty Executive Council in the absence of the Chair.

The Vice Chair shall work with the Chair in setting the Faculty Assembly and UWT Faculty Executive Council agendas.

The Vice Chair shall work with the UWT Faculty Executive Council on proposing and implementing policy changes (e.g. changes to the Bylaws).

The Vice Chair shall act as a secondary liaison between the Faculty Assembly and the Administration of the University in conformity with the broadly defined will of the faculty of UWT. This work includes regular meetings with the Chancellor and the Vice Chancellor of Academic Affairs.

The Vice Chair shall represent the Faculty Assembly on selected campus and University-wide committees and task forces, including the UW Faculty Council on Tri-campus Policy. The Vice Chair shall report to the UWT Faculty Executive Council on the activities of such committees and task forces.

The Vice Chair shall take the lead in developing the Faculty Assembly's budget request for the coming year or biennium and shall oversee the budget.

The Vice Chair shall work with the Chair in ensuring that vacancies for the following year in the standing committees of the Faculty Assembly are filled.

The Vice Chair shall take the lead on the hiring and managing of the Faculty Assembly office assistant.

The Vice Chair shall oversee the record keeping of the Faculty Assembly and its committees (i.e., minutes, agendas, reports), as well as overseeing the maintenance of the Faculty Assembly website and the maintenance of the Faculty Assembly email list (uwtfac@u.washington.edu).