

Faculty Senate Officer Standard Operating Procedure Past-President

August	<ul style="list-style-type: none"> <li>• Make sure Standing Committee lists are updated</li> <li>• Make sure all standing committees have and report chair elections/appointments</li> <li>• Set up RP&amp;A mailing list</li> <li>• Set up RP&amp;A dates (should be at least 10 days before Faculty Senate meetings)</li> <li>• Get room for RP&amp;A meetings</li> <li>• Send out calendar requests for RP&amp;A meetings with details</li> <li>• IFC is in Columbia</li> </ul>
September	<ul style="list-style-type: none"> <li>• RP&amp;A—make and send agenda 7 days before the meeting (see drive for agenda template)</li> <li>•</li> </ul>
October	<ul style="list-style-type: none"> <li>• RP&amp;A—make and send agenda 7 days before the meeting (see drive for agenda template)</li> <li>• IFC is on Zoom</li> </ul>
November	<ul style="list-style-type: none"> <li>• RP&amp;A—make and send agenda 7 days before the meeting (see drive for agenda template)</li> <li>• IFC is in Columbia</li> </ul>
December	<ul style="list-style-type: none"> <li>• IFC is on Zoom</li> </ul>
January	<ul style="list-style-type: none"> <li>• RP&amp;A—make and send agenda 7 days before the meeting (see drive for agenda template)</li> <li>• IFC is on Zoom</li> </ul>
February	<ul style="list-style-type: none"> <li>• RP&amp;A—make and send agenda 7 days before the meeting (see drive for agenda template)</li> <li>• Elections—begin process to check committees for what we need nominees for and send out initial nominee email requests</li> <li>• Elections—start looking for new Exec committee member (Secretary): check with president-elect to see who they would like to work with.</li> </ul>
March	<ul style="list-style-type: none"> <li>• RP&amp;A—make and send agenda 7 days before the meeting (see drive for agenda template)</li> <li>• Elections—continue rounding up nominees</li> <li>• Elections—ask EdTech for clicker help (they'll make you make up the power points with all nominees)</li> <li>• Elections—power points with nominees—make sure you have two slides per committee. Slide 1 has bylaws description, slide 2 is nominees for votes.</li> <li>• IFC is in Columbia</li> </ul>
April	<ul style="list-style-type: none"> <li>• RP&amp;A—make and send agenda 7 days before the meeting (see drive for agenda template)</li> <li>• Elections!</li> </ul>

	<ul style="list-style-type: none"><li>• IFC is on Zoom</li></ul>
May	<ul style="list-style-type: none"><li>• RP&amp;A–make and send agenda 7 days before the meeting (see drive for agenda template)</li><li>• IFC is in Columbia</li></ul>
June	<ul style="list-style-type: none"><li>• Last faculty senate meeting of the AY</li></ul>
July	<ul style="list-style-type: none"><li>• Work with incoming president to set up meeting dates for Senate, RP&amp;A, Chancellor/Provost, and Gen Fac</li></ul>
Misc	