

Faculty Senate Officer Standard Operating Procedure: President

August	<ul style="list-style-type: none"> ● Start getting emails from literally everyone ● IFC in Columbia in the week before classes begins ● FS pres and elect meeting with provost ● Chancellor's leadership team meeting
September	<ul style="list-style-type: none"> ● 1st or 2nd round of administrative meetings ● First Genfac meeting ● First faculty senate meeting <ul style="list-style-type: none"> ○ If there are CCC changes, you'll get emails about them individually and need to approve them. This goes for all meetings. ● Chancellor's leadership team meeting
October	<ul style="list-style-type: none"> ● IFC—remote ● Administrative meetings ● Second faculty senate meeting ● Chancellor's leadership team meeting
November	<ul style="list-style-type: none"> ● IFC—in Columbia ● Administrative meetings ● FS meeting ● Chancellor's leadership team meeting
December	<ul style="list-style-type: none"> ● IFC—remote
January	<ul style="list-style-type: none"> ● IFC—remote ● Administrative meetings ● Chancellor's leadership team meeting ● FS meeting ● People have gone nuts over the break, so get ready for emails galore. Spring is when the policy problems pick up a bit.
February	<ul style="list-style-type: none"> ● Admin meetings ● FS meeting ● Chancellor's leadership team meeting ● Help past prez recruit new officer (secretary)
March	<ul style="list-style-type: none"> ● IFC—Columbia ● Admin meetings ● Chancellor's leadership team meeting ● FS meeting ● Help past prez recruit new officer (secretary) ● Recruit students for BoC meeting lunch
April	<ul style="list-style-type: none"> ● IFC—remote ● Admin meetings ● Chancellor's leadership team meeting ● FS meeting

	<ul style="list-style-type: none"> ○ Help with running of elections ● Let people know that the Climate Survey will go out soon ● Board of Curators meeting <ul style="list-style-type: none"> ○ You'll get invited to the reception the night before and lunch the day of.
May	<ul style="list-style-type: none"> ● Climate Survey ● IFC–columbia ● Admin meetings ● Chancellor's leadership team meeting ● Gen Fac meeting <ul style="list-style-type: none"> ○ Marketing and communications puts together the slides. I don't know who puts together the agenda–possibly the FS secretary
June	<ul style="list-style-type: none"> ● FS meeting ● Report on climate survey ● Report on Administrative reviews
July	<ul style="list-style-type: none"> ● Work with President-elect on schedules for Provost meetings, Chancellor and Provost meetings, and Faculty Senate meetings ● Work with Past-President to set up RP&A dates ● Update Standing Committee lists ● Email all standing committees to ask for chair elections/appointments
Misc	<ul style="list-style-type: none"> ● Committees you're on ex officio: Student success; Campus Policy, COACHE, Space, some administrative search committees, LOADS I can't even remember