CHAIR-ELECT OF THE PENN STATE UNIVERSITY FACULTY SENATE
Duties and Responsibilities

Description of year as Chair-Elect (note: You will receive one-half time release):

1. Attend Plenary Sessions, Senate Council, Pre-Council meetings with administrators, and meetings of the Faculty Advisory Committee to the President (FAC).
2. Visit one-third of the campuses and University Park colleges/units annually. Attend debriefing meetings with relevant administrators.
3. Join the Committee on Committees and Rules as a non-voting member.
4. With the other Senate Officers and the Executive Director of the Senate, assist the Chair in formulation of charges for the Standing Committees.
5. Attend and participate in Senate Officers meetings.
6. Chair the Officers and Chairs meeting held before each plenary meeting.
7. Chair the Senate, Senate Council, or FAC in the absence of the Senate Chair.
8. Serve on a Board of Trustees’ Committee, as assigned by Senate Chair.
9. Attend monthly meetings of the Administrative Council on Undergraduate Education (ACUE) and provide a summary to officers and Executive Director.
10. Attend the Committee on Undergraduate Enrollment (CUE).
11. Attend the annual Faculty Governance meeting of the Big Ten Academic Alliance.

Eligibility: Open to all faculty who are serving as elected faculty senators this year.

Term: The term is three years, the first as chair-elect, the second as chair, and the third as immediate past chair.

Bylaws, Article 1, Section 3, describes the duties of the Chair-Elect of the Senate as follows:

The Chair-Elect shall convene the officers and the chairs of the Standing Committees of the Senate before each Senate meeting for the purpose of exchanging information on committee activities and advising the officers. The Chair-Elect shall also assume the duties of the Chair in the absence of the Chair.