

TO: The Senate

FROM: The Executive Committee
Jane A. Grant, Chair

DATE: 21 August 2002

SUBJECT: Committee report regarding Senate secretarial search, job description, and Senate office space – for information only

At the August 20, 2002 meeting of the Executive Committee, the following motions were approved unanimously:

- 1) That a search be undertaken to fill the Senate secretarial vacancy by advertising for a newly created half-time position with benefits. The job description as forwarded to the Chancellor's Office is attached.
- 2) That the chair of the Executive Committee contact the Chancellor to ask about office space for the new Senate secretary and that the office also be used to archive Senate materials.

Approving

Not Approving

Absent

Margit Codispoti

Jane Grant

Peter Hamburger

Peter Iadicola

Michael Nusbaumer

Robert Sedlmeyer

Nash Younis

Attachment

Clerical Level V – Part-time with benefits. August-May

Secretary of the Senate/Secretary of the Faculty

Responsible for overall operation/organization of the Fort Wayne Senate. Must be available to attend all Senate and Executive Committee meetings. Reports to chair of Executive Committee in particular and to Executive Committee in general. Prepares drafts of Senate agendas for Executive Committee approval. Prepares minutes of monthly Senate meetings and Senate standing committees. Distributes Senate meeting minutes to mailing list of nearly 200. Responsible for posting agendas, minutes and documents to Senate web page and cross-listing documents. Keeps track of amendments to all Senate documents and makes appropriate updates. Verifies and publishes voting faculty list and notifies units of Senate apportionment. Works closely with the Nominations and Elections Committee in conducting elections for speakers of the faculty, the presiding officer and for committee vacancies. Notifies committee members of committee membership prior to the start of the fall semester and helps to organize first meeting of the year for nearly 30 Senate committees and subcommittees. Serves as a resource for information regarding faculty governance policies and procedures. Requirements: high-school diploma or equivalency. University experience preferred. Must be able to pay careful attention to detail, have excellent writing skills and be able to work with little supervision.

Approved by the Executive Committee

8/20/2002