

Draft Faculty Senator expectation/responsibilities

- Attend meetings of Senate.
 - Contact facultysenateexec@stockton.edu in advance if you cannot attend a meeting.
 - In-person attendance is encouraged.
 - Arrive promptly and complete the attendance poll.
 - If you attend the meeting virtually, please indicate you are a senator by changing your display name in Zoom (ie. Senator- First Last).
- Review all agendas in advance of the meeting.
 - It is a good rule of thumb to consider that each Senate meeting requires at least a similar amount of preparation time as does the transaction of the business itself. Expect to spend about an hour reviewing the agenda and supporting documents prior to the meeting.
 - Senators are not obligated to wait until a Senate meeting to ask questions. Senators are encouraged to contact the Senate Executive Committee if there is something about a meeting agenda that is confusing or unclear.
 - Soliciting advance feedback or ideas on an agenda item from your peers is helpful, and can help to create a fruitful discussion in the meeting.
- Be mindful of the ramifications of Senate actions on your Program or School.
 - Some Senate actions have such broad impact that they are brought to the Senate twice (i.e. two readings), specifically to give senators an opportunity to seek advice and input from colleagues in his/her respective program/school.
 - Some senators take notes during Senate meetings so they can send colleagues in their perspective school a meeting synopsis. Other senators report on Senate activities at Program and School meetings. Sharing information helps ensure that faculty are well informed about Senate-related activities.
- Remain for the duration of the meeting.
 - Although not all agenda items are of interest to every senator, a majority of senators must be present to vote and conduct business. If you leave and Senate loses quorum before all action items are voted upon, the remaining items will again be presented to Senate, in their entirety, at the next Senate meeting.
- Review and use Roberts Rules of procedure and any standing/special rules adopted by the Senate when participating in meetings. All items are found on Faculty Senate's website.