

**Motion: Changes to the Faculty Handbook to Create a UFC Executive Committee:**

(a) UFC Leadership

(i) Executive Committee – This year the UFC has worked with a pilot study of utilizing an Executive Committee, and we have found it to be useful. We proposed establishing the UFC Executive Committee to consist of the Chair, Vice-Chair, Past-Chair, Secretary, Parliamentarian. This will require the following additions/edits to the Faculty Handbook (draft language below):

- a) Creation of the position of Parliamentarian - we have routinely selected a parliamentarian, but the position is not currently listed as an officer in the FH.
  - b) Creation of the position of Past-Chair - this position is not currently listed as an officer in the FH.
  - c) Creation of the UFC Executive Committee -
- (ii) Add a year to term for Past Chair (if necessary)

## **Executive Committee - Draft Changes to the Faculty Handbook**

### **Currently Reads:**

**2.3.5 UFC Officers** From among its membership, the UFC annually elects officers at an organizational meeting to be held within 30 days of elections. Whenever practical, the officers should represent different colleges of the University:

**2.3.5.1 UFC Chair** The Chair of the UFC should be a tenured member of the instructional faculty. Responsible for preparing the agenda for UFC meetings and presiding over the meetings. The Chair will also represent the faculty at meetings of the Board of Visitors. The UFC Chair shall receive a workload reduction each semester during his or her term, one (1) course release or the equivalent, and appropriate to the discipline (typically three (3) credits).

**2.3.5.2 UFC Vice Chair** The Vice-Chair of the UFC should be a tenured member of the instructional faculty, who (except in extenuating circumstances) will serve as Chair the following academic year. Responsible for serving as Chair in the absence of the Chair.

**2.3.5.3 UFC Secretary** Responsible for taking the minutes of each meeting, which are to be distributed to the University faculty after being approved by the UFC.

**2.3.5.4** The UFC Chair, Vice Chair, and Secretary represent the faculty in meetings with the President's Leadership Council and upon invitation with the Executive Committee of the Board of Visitors.

**2.3.5.5** The UFC Chair, or his or her designee, will serve as one of the two UMW representatives to the Faculty Senate of Virginia. The UFC will appoint its other representative from among its elected members.

### **Proposed Changes to 2.3.5**

**2.3.5 UFC Officers** From among its membership, the UFC annually elects officers at an organizational meeting to be held within 30 days of elections. Whenever practical, the officers should represent different colleges of the University:

**2.3.5.1 UFC Chair** The Chair of the UFC should be a tenured member of the instructional faculty. Responsible for preparing the agenda for UFC meetings and presiding over the meetings. The Chair will also represent the faculty at meetings of the Board of Visitors. The UFC Chair shall receive a workload reduction each semester during his or her term, one (1) course release or the equivalent, and appropriate to the discipline (typically three (3) credits).

**2.3.5.2 UFC Vice Chair** The Vice-Chair of the UFC should be a tenured member of the instructional faculty, who (except in extenuating circumstances) will serve as Chair the following academic year. Responsible for serving as Chair in the absence of the Chair.

**2.3.5.3 UFC Past-Chair** The previous year's UFC Chair will serve as the Past Chair for the year following their year as UFC Chair. The Past-Chair should be a tenured member of the instructional faculty. If the previous year's UFC Chair was in the last year of their elected term, then they will serve as an ex officio member of the UFC as they serve as UFC Past-Chair.

**2.3.5.3.4 UFC Secretary** Responsible for taking the minutes of each meeting, which are to be distributed to the University faculty after being approved by the UFC.

**2.3.5.5 UFC Parliamentarian** The Parliamentarian will assist the UFC Chair with management of UFC meetings through application of Robert's Rules of Order.

**2.3.5.6 UFC Executive Committee** The UFC Executive Committee should consist of the five UFC officers, including UFC Chair, Vice Chair, Past Chair, Secretary, and Parliamentarian. The UFC Executive Committee will represent the faculty in meetings with the President's Leadership Council and upon invitation with the Executive Committee of the Board of Visitors. The UFC Executive Committee will meet in support of the UFC Chair as meetings are planned and issues arise that require faculty governance review and input outside of normal UFC meetings.

**2.3.5.4.6** The UFC Chair, Vice Chair, Past Chair, Secretary, and Parliamentarian represent the faculty in meetings with the President's Leadership Council and upon invitation with the Executive Committee of the Board of Visitors.

**2.3.5.5 .7** The UFC Chair, or his or her designee, will serve as one of the two UMW representatives to the Faculty Senate of Virginia. The UFC will appoint its other representative from among its elected members.