

To: Faculty Senate  
From: The Rules Committee  
Date: February 18, 2008

The Rules Committee requests that the Faculty Senate adopt the following motions at its meeting on March 3, 2008.

**MOTION 1:**

The following section should be added to the **Faculty Handbook, Part VII (Organization of the Faculty of Eastern Kentucky University), VII. The Faculty Senate, E. Committees of the Senate:**

**Committee for New Senator Orientation**

- a. The Committee for New Senator Orientation shall consist of five members elected by the Senate from its elected members. Committee membership shall be for the duration of the elected senator's current term.
- b. The Committee shall elect a chair annually from among its membership.
- c. The Committee shall organize and carry out an orientation program for first-time senators in the fall semester, preferably on a date prior to the September meeting of the Senate.
- d. The chair of the committee shall report to the Senate after New Senator Orientation has been conducted.

**JUSTIFICATION OF THE MOTION:**

This standing committee would replace the Ad Hoc Committee for New Senator Orientation, which has functioned successfully since 2005/2006.

**MOTION 2:**

The following new section should be added to the **Faculty Senate Internal Procedures:**

**COMMITTEE ON NEW SENATOR ORIENTATION**

As this committee must function very early in the fall semester, a committee chair should be elected in May at the time of the Senate elections. In order to prepare for the orientation, the committee will need to begin its work during the summer. Good communication with the Faculty Senate Chair is essential for this committee's work.

New senator orientation should be held in the fall semester, preferably on a date prior to the September Faculty Senate meeting. Typically the orientation session can be done in about one hour. If possible, orientation should be scheduled at the same time as the meeting of the Senate Executive Committee so that new faculty can meet members of that committee.

### **Responsibilities**

Obtain a list of new senators from the Senate Secretary.

Confirm dates, schedule times and facilities for orientation.

Send an e-mail invitation to new faculty with RSVP for determining the amount of food.

Order refreshments from ECU catering. Use the Senate's budget number to pay.

Organize speakers (using the list of possibilities below).

Assemble New Member packets. If possible include a cover letter from the Senate Chair.

Send a reminder invitation to new senators 2 days prior to the orientation.

Assign mentors to new members (optional) or provide a list of "resource persons." (This would necessitate sending out a request to all continuing senators at the end of the spring semester asking them to volunteer to be resource persons for new senators.)

### **Potential Speakers for Orientation**

President

Provost

Faculty Senate Chair

Senate Committee Chairs

COSFL Representative

AAUP Representative

Faculty Regent

Parliamentarian

### **Contents of the New Senator Packet**

A New Senator pin or name tag

Welcome letter from the Faculty Senate Chair

Lists of Senate members, committee members, vacancies, etc.

Forms that the Executive Committee and Senate Secretary want completed

Expectations of Senators

Samples of past Minutes

Senate procedures & guidelines

Parliamentary procedure with guidelines and examples

Election and voting procedures

Faculty Senate Committee Structure

Officer, committee chair, and ex-officio job descriptions

Committee responsibilities and current charges

Constitution and bylaws

Recent issues and accomplishments

Tips on how to be a representative for your constituents

AAUP handout on shared governance and academic freedom (This can be obtained by contacting the ECU chapter of the American Association of University Professors.)  
Evaluation form

**Resources Needed**

Secretarial support—student workers are a potential source of help.

Money for paper, printing, duplicating, binders, and senator pins—most items can be charged at the bookstore using the Senate's number.

Money for food is provided from the Senate budget.

**RATIONALE:**

The New Senator Orientation Committee has been functioning well as an Ad Hoc committee for several years. As it fills a continuing need, it should become a standing committee. The above instructions are taken from procedures that have been followed by the Ad Hoc committee.