Faculty Assembly Representative Responsibilities

‘Faculty Assembly is the deliberative body through which the faculty participates in the governance of the College’ (Bylaws 2016: Article VI, Section 2). As a representative to Faculty Assembly, you are your department’s representative; that is the constituency you are representing. In order for us to deliberate effectively, responsibilities of Faculty Assembly representatives include:

- **Attend Faculty Assembly meetings**
  - At our meetings, you’ll hear about what’s going on in the FA councils during ‘council and committee reports’, make decisions that pertain to our curriculum and our campus, and hear about what is happening in other areas on campus

- **Communicate** to your department the issues, debates, and items raised at Faculty Assembly. Acting as an information conduit is an incredibly important role
  - You will often have to cast a vote at Faculty Assembly about a program revision, new program, policy, or resolution. We have a two-week rule, which means that anything that will be voted on first comes to FA as a handout two weeks before the vote. In the intervening weeks between you getting the handout and the vote, you should let your department know about the item so that you can represent your constituency
  - At most of our FA meetings we’ll have a guest speaker passing on information about something relevant to us as faculty and staff, or about the campus in general. The only way that people in your department will be kept in the loop on this communication is if you report back to them

- **Represent your department’s interests and positions**

- **Serve on a Faculty Assembly Council, Committee, or Task Force**
  - Council terms are two or three years. You can find out more about a Council’s business by looking at the Faculty Assembly website, and clicking on “Councils” in the left-column navigation pane. Most Councils have links with more information about that Council

- **Bring issues, concerns, or motions to the floor of Faculty Assembly, or to the appropriate Council**
  - At the end of every meeting, we have a ‘new business’ item. This is for you to bring up new business you’d like us to consider
  - You may also present a motion to a Council or the floor of the Assembly

- **Read the minutes of Faculty Assembly meetings to make sure we have correctly recorded what happened at a meeting**