

Best Practices for Faculty Senators

Disseminate Information

- Take notes during Faculty Senate, summarizing important information as it pertains to your Division.
- If possible, put these notes in a shared drive or other location that is accessible to everyone in your Division.
- Make sure that a Faculty Senate Report is on the agenda for your Division meeting. Designate one Faculty Senator to give a short summary of your notes to your other Division colleagues.

Collect Information

- Make sure to note Faculty Senate items that request broad input from faculty.
- If possible, discuss these items in your Division meeting and solicit feedback from your colleagues.
- If the timing of meetings prevents significant discussion in your Division meeting, send an email to your Division colleagues soliciting feedback about important Faculty Senate items.
- Offer to bring important Division discussion items to Faculty Senate if they are appropriate and relevant to most faculty on campus.
- Remind folks that any faculty member can submit requests for New Business items to Faculty Senate one week before any Faculty Senate meeting, and that all faculty members are welcome to attend Faculty Senate meetings as observers.