

York College Faculty Caucus Leader Duties and Responsibilities

Faculty Caucus Meetings (general)

- Hold Faculty Caucus meetings as deemed necessary.
- Ensure (with the Faculty Caucus parliamentarian) that the Faculty Caucus meetings adhere to Robert's Rules of Order.
- Encourage Faculty Caucus members to communicate Caucus and Plenary activities to their departments and solicit feedback from department members:
 - This should be done in department meetings, and in real-time (personal contacts/emails) before votes are taken in the Caucus and Plenary.
- In May/June, work with Academic Affairs to schedule the monthly meetings of the Faculty Caucus [usually the 3rd Tuesday of the month (or the week before the Senate Plenary) during club hours] for the next academic year:
 - Reserve meeting space for the Faculty Caucus meetings for the next academic year.
 - Publicize the meeting schedule of the Faculty Caucus to the York Community.

Faculty Caucus Meetings (monthly)

- Plan the agenda of the Faculty Caucus meetings:
 - Solicit topics from Faculty Caucus members prior to the meeting.
 - Include topics from Senate Executive meeting.
 - Include topics and reports from Senate Standing committees and other campus committees.
 - Report on UFS-FLG meeting items.
 - Include a report on the University Faculty Senate from a UFS senator.
 - Approve previous meeting's minutes.
 - Publish the agenda to the Faculty Caucus members before the meeting date.
 - Publish the last meetings minutes to the Faculty Caucus members before the meeting date.
- Consult with the chair of the College Curriculum committee regarding upcoming college curriculum reports:
 - The written curriculum report is usually given to Faculty Caucus members before the Faculty Caucus meeting.

- A discussion of the report is usually scheduled for the caucus meeting.
- The chair of the College Curriculum committee is invited to lead this discussion.
- Chair the Faculty Caucus meetings:
 - Have plans for the vice-chair to chair the meetings in case of emergencies or illnesses of the chair.
- Call and chair a Faculty Caucus meeting in early September the year after service to elect a new Faculty Caucus chair, vice-chair, parliamentarian, and secretary.

Senate Plenary Meeting

- Attend Senate Executive Committee meetings.
- Attend Senate Plenary meetings.
- Present Faculty Caucus report at Plenary meeting.

Elections and Committees

- Oversee the staffing and functioning of faculty committees:
 - Senate Standing committees (as listed in the York Charter).
 - Needs determined by FC chair's records.
 - Campus committees (eg. York College Association, Auxiliary).
 - Needs communicated by York administration.
 - University committees (eg. University Faculty Senate, Faculty Student Disciplinary Committee).
 - Needs communicated by UFS and York Administration.
 - Executive Search committees.
 - Needs communicated by York administration.
- Maintain rosters of committee membership, leadership, and tenure in office.
- Monitor the attendance of University Faculty Senate members at UFS meetings.
- In February, announce to the York full time faculty available committee openings for the next academic year.
- In March, hold elections of faculty to serve as the University Faculty senators and alternates in the Faculty Caucus.
- In May, hold elections of faculty to faculty committees in the Faculty Caucus.
 - Publish committee lists after the election:
 - Indicate which returning member will convene the first meeting and elect committee officers.
- Coordinate communications between committees, and the Faculty Caucus and Senate Plenary.
- Consult with committee leadership on committee focus.

- Hold elections to replace vacancies in committees, or to fill needs on new committees (eg. Executive search committees).
- Maintain online committee archives:
 - Maintain Faculty Caucus archive:
 - Assign privileges to current senators, and remove privileges from ex-members.
 - Add agendas and minutes to the archive.
 - Add other Faculty Caucus documents as needed.
 - Assign privileges to committee leaders.
 - Review archives to ensure committees are fulfilling the 3/26/19 resolution.

Represent the Faculty Caucus and York Community

- Maintain the email communication lists for full-time faculty and part-time faculty.
 - Use these lists to often communicate with the faculty.
- Represent the faculty and the Faculty Caucus to the York College administration.
- Represent the Faculty Caucus on campus committees as requested or identify a designee to serve in the chair's place.
 - Report to the Faculty Caucus on the activities of these committees (or request the designee to report to the FC).
- Serve on the University Faculty Senate's Faculty Governance Leaders committee. Assist FGL activities if desired.
- Serve on the CUNY FAAB (Faculty Affairs Advisory Board) or select a designee.
- Maintain communication between the Faculty Caucus, and York College Professional Staff Congress chapter, the Academic Council of Chair and the Student Government Association. Coordinate with these organizations when possible.

-- William Ashton, 6/26/20