

February 26, 2018

MEMORANDUM

TO: General Faculty

FROM: Chad Mahood, Chair
Faculty Senate Nominating, Elections and Procedures Committee

SUBJECT: Nominations for Secretary of the General Faculty

The Nominating, Elections and Procedures Committee of the Faculty Senate is soliciting nominations for the position of Secretary of the General Faculty for the 2018-2020 term of office. A description of the responsibilities of the position is included below. All voting members of the general faculty are eligible to hold this office. Those faculty members nominated, or those who wish to self-nominate, should provide a statement of professional accomplishments and interest in the position, not to exceed two pages. The nominations and statements should be sent to Chad.Mahood@utsa.edu. The deadline for submission of nominations and statements is **Friday, March 30, 2018**.

The Secretary of the General Faculty shall be ex officio secretary of the University Assembly with voting rights. The Secretary's duties shall include the following:

- a. The solicitation, preparation, and distribution of agenda items for meetings of the University Assembly. This duty shall be carried out by the Secretary as a member of the Executive Committee of the University Assembly.
- b. The conduct of election to the University Assembly (within the limits established in the University Assembly Bylaws and by the University Assembly), the preparation of forms and ballots for the nominations and elections, and the certification of election results.
- c. The acceptance and processing of petitions for presentation to the University Assembly.
- d. The preparation, distribution, and maintenance of records of the University Assembly.
- e. Service as a representative to the UT System Faculty Advisory Council that may call for faculty representation.
- f. The transmittal of actions of the University Assembly to the President for his/her review.
- g. Any other duties assigned by the University Assembly.

The Secretary of the General Faculty is also an ex officio member of the Faculty Senate with voting rights.

Thank you for your participation.