

## Staff Senator/Staff Senate Alternate

### General Description

Every staff senator/staff senate alternate shall be a permanent staff member of the University. Senators/Alternates are advisory and working members of the Senate elected to provide input gathered from the constituents in their respective division. They are elected by peers in their division and have authority limited to their voting rights in the Senate to study and recommend courses of action introduced by their division constituents, other Senate delegates, Executive Committee and/or members of all standing/action committees of the Senate. In addition, they must participate in activities, serve on a standing committee and attend the monthly meetings of the Senate.

### Term

Terms of senators shall be two years in length and term of alternates shall be one year in length and both begin on June 1st of each year. Senators and Alternates shall serve through May 31st or until their successors are elected. An alternate may be elected a committee chair or chair-elect. If chosen for chair-elect, the Staff Senate Executive Committee may elect to extend the alternates term by one year in order to serve as committee chair.

### Specific Duties and Responsibilities

- Facilitate communication between campus staff and the Senate
- Serve on at least one standing committee and participate in regular meetings
- Senators may be elected to serve as committee officers
- Attend monthly Senate meetings (alternates vote when filling in for an absent Senator).
- Attend any special meeting called by the Chair of the Senate
- Participate in Senate activities including, but not limited to: Health Fitness Walk, Staff Appreciation Week, volunteer activities, staff forums, and professional/leadership development

### Qualifications

- Full-time, permanent SHRA, CSS, or EHRA non-faculty member
- 12 months of continuous service in a permanent position with the University prior to being nominated
- No active disciplinary actions or active written warning for unsatisfactory job performance or personal conduct
- Committed to serving the common interests of their division and of the Staff Senate

### Time Commitment Required (estimates)

Activity	Hours/Month	Hours/Year
Staff Senate Meetings	2	24
Committee Meetings	2	24
Staff Senate Sponsored Activities		30 maximum
Other Duties	2	24

**Total time commitment: Estimated 102 hours/year or .049 FTE**