

FAQ Sheet for Senators

Where can I find Senate information?

You can find information about the Senate on the Senate Web site at www.senate.ufl.edu or by contacting the Senate office at (352) 392-9019.

Where is the Senate meeting schedule located?

The Senate meeting schedule is posted one year in advance and is available on the Senate Web site at www.senate.ufl.edu.

What if my contact information changes?

Notify the Senate office as soon as any of your information changes by emailing salvers@ufl.edu. Please also ensure that your contact information is updated in the UF directory and on your department's Web site.

I heard the Senate has an attendance policy, what is it?

Senators are expected to attend all the regularly scheduled meetings of the Senate during the academic year and make every effort to attend special meetings. Absence from three unexcused consecutive meetings of the Senate constitutes resignation from the Senate, except that a Senator whose term is interrupted by a temporary absence from the University may be replaced by a temporary Senator.

I have a class conflict, I am on sabbatical, I am sick, I have a family emergency and I can't attend a meeting.

Contact the Senate office as soon as you are aware of a conflict so that your absence is not counted against you.

How will you know if I attended a meeting?

There are sign in tables located outside of the meeting room. Please sign in on the "Voting Senators" sign in sheet. You will also be given a voting card.

Can someone attend a Senate in my place and vote for me?

No. The Senate does not recognize proxies.

Is it possible to watch the Senate meetings online?

Yes. You can watch the Senate meetings online by visiting the website and clicking "Live Stream of Senate Meeting" during the regularly scheduled Senate meeting. However, you cannot vote unless you are approved as an "offsite senator". Those who are approved as offsite senators are those representatives whose home base is located away from Gainesville, for example: COM-Jacksonville and IFAS.

How do I serve on committees and councils?

Committee and council nominations and elections are held each spring. You may self nominate during the nomination period (November – December). A call for nominations is sent to all faculty members, all administrators and all Senators. The call for nominations is also announced at the Senate meetings leading up to the nomination deadline.

Can I attend Senate meetings if I am not a member?

Yes. All Senate meetings are open to the public.

Where can I find agendas and minutes for meetings?

All agendas, minutes and recorded meetings are posted on the Senate Web site at www.senate.ufl.edu. You must visit the webpage for the particular committee or council you have an interest.

What does the Senate office do?

The Senate office manages all functions of the Senate including: facilitating the business of committees and councils, scheduling and elections. The Senate office also maintains the Senate Website.

How long are Senate, council and committee terms?

Senators are elected to three year terms on the Senate.

Council and committee terms are three year terms, except when councils and committees are newly formed, at which time members will be elected to one, two and three year staggered terms. Sometimes members are elected to shorter terms when they are elected to replace a member who has resigned from their position.

Who is eligible to vote in the Senate elections?

Eligible faculty members in each college or unit vote annually for their Senate representatives. Voting Senators vote for council and committee members.

How do I get an item on the agenda?

Contact the Senate office, the Senate chair or a member of the Senate Steering committee for consideration.

Faculty Senate

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<http://www.senate.ufl.edu>