

FACULTY SENATE STANDING COMMITTEES

RESPONSIBILITIES OF LIAISON'S

- Liaisons are responsible for arranging time in their schedules to attend committee meetings.
- Liaisons should carefully study any materials sent to them prior to the scheduled meetings.
- Liaisons should attend each meeting prepared for discussion. They can assist the committee by providing necessary background information as well as the viewpoints and/or concerns of the Faculty Senate.
- Liaisons are responsible for preparing a written report about the committee's actions. This report is sent to the Faculty Senate office one week prior to their scheduled presentation before the Faculty Senate.
- Liaisons are responsible for presenting this report to the Faculty Senate according to the established schedule.