

## FACULTY SENATE STANDING COMMITTEES

### RESPONSIBILITIES OF MEMBERS

- Members are responsible for arranging time in their schedules to attend the committee's meeting.
- Members are responsible for verifying their information on the committee roster and for notifying the Faculty Senate office, ext. 6-4376, of any needed corrections.
- Members are responsible for knowing the meeting attendance policy as written in Bylaw #3 of *The Constitution of the Marshall University Faculty*.
- If a member finds that there is a conflict with the established meeting dates/times of the standing committee that will prohibit them from adhering to the attendance policy they should contact the committee chair and the Faculty Senate office which will initiate a request to have a temporary substitute obtained from their college.
- Members should carefully study any materials sent to them prior to the scheduled meetings. They should take this time to check with their colleagues to determine if there are any questions or areas of concern about topic(s) to be discussed.
- Members should attend each meeting prepared for discussion.
- If a member cannot attend a meeting, he/she should contact the chair or secretary in advance. Note that the faculty constitution does not provide for a substitute to attend in your absence (unless they are a temporary semester/year substitute) or allow proxy voting.