

University of Memphis Faculty Senate
Agreement to Serve as Faculty Representative

Thank you for your willingness to serve as a faculty representative on one of the university's standing or ad hoc administrative committees. You were chosen by the Faculty Senate to provide a voice of the faculty on this committee. As an appointed faculty representative, you are to represent the opinions and interests of the faculty as a whole, not just your own opinions and interests.

In accepting this appointment as a faculty representative, you are expected to do the following:

- Faithfully attend meetings of the committee and promptly alert the Faculty Senate about committee issues having relevance for faculty.
- Check the agenda of each meeting as far in advance as possible and notify the senate of major committee issues that may require your vote. In many cases, the senate will then advise you to vote as you see best. However, on items deemed crucial to the interests of the entire faculty, you may be asked to vote in a way endorsed by the Faculty Senate (if time permits) or at least by the senate's Executive Committee.
- After each committee meeting, e-mail a brief summary report of the meeting to the office of the Faculty Senate so that all faculty can be informed of committee activities via the senate's web site.

By signing below, you are indicating that you understand your responsibilities as a faculty representative and agree to carry out these duties.

Your Signature

Your Printed Name

Today's Date

Committee Name