

# **Duties and Obligations for Faculty Representatives to the University of Maine System Board of Trustees**

## **Preamble**

In order to fulfill the requirement for Faculty and campus representation to the Board of Trustees, the current Faculty Representatives working with the Chancellor and the Academic and Student Affairs Committee Chair have developed a set of goals and responsibilities. The aim is to foster better communication among the parties to better serve the Universities of Maine, their faculties, and their students.

This document outlines the basic responsibilities of the Faculty Representatives, along with the resources that are needed in order to meet these obligations. Having a description of expectations will help those who wish to undertake this role for their campus understand the commitment they are making and illustrate to local administration the need to have schedule flexibility and support. The duties and obligations defined below are intended to be consistent with the Board statement on shared governance as found in Board policy 205.

*(<http://staticweb.maine.edu/wp-content/uploads/2013/08/StatementofSharedGovernance.pdf?565a1d>).*

This document is the product of several months of work by current and past Representatives, the Chancellor, Vice Chancellor for Academic Affairs, and Chair of the Academic and Student Affairs Committee. Once a final draft is accepted by the participants, the document will be shared with the Faculty Senates or Assemblies for their approval. This document will be the guidance by which success of the Faculty-BoT-Chancellor working relationship is determined.

## **Duties and Obligations of UMS Faculty Representatives to the Board of Trustees**

### **Goals**

The goal of this document is to clearly describe the duties and obligations of Faculty Representatives to better enable them to...

1. be effective representatives to the Board of Trustees in conjunction with the Board Policy Manual (Governance and Legal Affairs, Section 205, Faculty and Student Representation to Board).
2. meet the expectations of the UMS Board of Trustees.
3. meet the expectations of their own campus faculty constituents.

### **Outline of Duties and Obligations**

#### **It shall be the responsibility of the Faculty Representative to:**

1. Attend UMS Board of Trustees meetings to advocate in the best interest of the faculty in service to their respective students, community, institution, and the University of Maine System as a whole.
2. Communicate between Board meetings with other Faculty Representatives.
3. Maintain an effective method to communicate with faculty. Examples such as 1 & 2 below:
  1. Have a system to collect data and share it as appropriate.
  2. Develop a communication tool with a mechanism to collect feedback.
4. Provide the primary report of Board meetings to their respective faculties.
5. Act and speak on behalf of our respective faculties and the Universities of Maine when needed.
6. Represent the BoT and Chancellor back to the faculty (can indicate support or not of a particular issue but will present all information in an objective manner).
7. Be knowledgeable of the nature, needs, and concerns of their respective faculties, and of the University System.
8. Be knowledgeable with the nature and process of decision making within the University of Maine System.
9. Serve as a non-voting member of the committee(s) to which they have been appointed
10. Serve as a meeting coordinator for the faculty representatives when the BoT meets on the representative's home campus.
11. Respond to additional mutually agreed upon expectations of their respective faculties and the Board of Trustees.

## **Proposed Additional Responsibilities to Improve and/or Sustain Effective Communication:**

1. Meet with the Vice Chancellor for Academic Affairs monthly and once a semester with the Chancellor.
2. In order to become acquainted with what would be coming up and to provide feedback, representatives meet at an appropriate time within the fiscal year with Chairs of committees on which they serve, the Chair of Board of Trustees, and other committee chairs as needed.
3. The Board of Trustees Faculty Representatives should meet regularly either in person or virtually.
4. Help plan and attend annual Board of Trustee Faculty Representative Retreat.
5. Provide summaries of faculty positions, reactions, and concerns related to the business of the Board of Trustees.

## **Resources needed to achieve Board of Trustee Faculty Representatives' duties and obligations:**

In order for Faculty Representatives to fulfill their duties, we request the following:

1. Campuses, the Board of Trustees and the Chancellor support Faculty Representatives in their duties and obligations outlined above.
2. Course scheduling priority for BoT representatives to have Mondays (or whatever meeting day is usual) available, in recognition that in order to serve as a Faculty Representative, BoT meetings days must remain open.
3. Administrative support as available, including formal orientation materials for new faculty representatives.
4. Timely scheduling of committee meetings with sensitivity to course scheduling so that Faculty representatives can meet with the committees to which they have been assigned.
5. Support (travel, accommodations, food) for yearly faculty representative retreats and various meetings (with budget to be developed in consultation with the Chancellor).
6. Continued support (travel, accommodations) for participation in BoT meetings.
7. Acceptance of faculty written or oral reports included as appropriate under board policy and as needed on board actions to be noted for the record.
8. To the extent possible, executive summaries of subsequent board action items distributed to faculty representatives *five days in advance* of committee meetings to enable effective communication with our respective faculties.
9. Faculty representatives should also receive copies of handouts. If the handouts are not available during the meeting, they will be distributed when they become available.
10. Include Faculty Representatives in an effective feedback loop process to facilitate continuous improvement.