

FACULTY SENATE SCHEDULE OF ACTIVITIES

STEERING COMMITTEE MEETINGS

The Faculty Senate Steering Committee meetings are held the first Monday of each month.

FALL SEMESTER 2019

Monday, **September 09, 2019**
12:00 p.m., Faculty Senate
Conference Room

Monday, **October 7, 2019**
12:00 p.m., Faculty Senate
Conference Room

Monday, **November 4, 2019**
12:00 p.m., Faculty Senate
Conference Room

SPRING SEMESTER 2020

Monday, **January 6, 2020**
12:00 p.m., Faculty Senate
Conference Room

Monday, **February 3, 2020**
12:00 p.m., Faculty Senate
Conference Room

Monday, **March 2, 2020**
12:00 p.m., Faculty Senate
Conference Room

Monday, **April 6, 2020**
12:00 p.m., Faculty Senate
Conference Room

FACULTY SENATE MEETINGS

The Faculty Senate meets every third Tuesday of each month.

FALL SEMESTER 2019

Tuesday, **September 17, 2019**
3:00-5:00 p.m., Lee Hall Auditorium

Tuesday, **October 15, 2019**
3:00-5:00 p.m., Lee Hall Auditorium

Tuesday, **November 19, 2019**
3:00-5:00 p.m., Lee Hall Auditorium

SPRING SEMESTER 2020

Tuesday, **January 21, 2020**
3:00-5:00 p.m., Lee Hall Auditorium

Tuesday, **February 18, 2020**
3:00-5:00 p.m., Lee Hall Auditorium

Tuesday, **March 10, 2020 (16th - 20th
spring break)**
3:00-5:00 p.m., Lee Hall Auditorium

Tuesday, **April 21, 2020**
3:00 p.m.-5:00 p.m., Lee Hall Auditorium

Swearing-in of new faculty senators for the 2019-2020 academic year will be done at the **Tuesday, September 17, 2019 Faculty Senate meeting.**

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SELECTION OF TEACHERS, ADVISORS, AND ADVANCED TEACHERS OF THE YEAR:

Nominations for Teachers, Advisers, and Advanced Teachers of the Year will be accepted **Monday, October 7, 2019** through **Tuesday, December 3, 2019**, in the Office of Faculty Senate until 4:00 p.m. Nominations may be e-mailed (joyce.harris@famu.edu) or hand-delivered to Faculty Senate Office 664 Gamble St. Tallahassee, FL 32307.

NOTE: Nomination forms and criteria for the awards are available on line at www.famu.edu/admin/facultysenate.

The Provost will inform all nominees of their nomination by **Friday, January 04, 2020**.

All nominees must submit applications for committee evaluations no later than **Wednesday, January 15, 2020**, by 4:00 p.m. The Teacher, Adviser, and Advanced Teacher of the Year evaluations will be conducted from **Monday, February 10, 2020, to Thursday, February 20, 2020**.

THE TEACHER/ADVISER, AND ADVANCED TEACHER OF THE YEAR COMMITTEES will interview award finalists **Monday, March 02, 2020 thru Wednesday, March 18, 2020**.

THE TEACHER/ADVISER, AND ADVANCED TEACHER OF THE YEAR COMMITTEES must submit their recommendations of award recipients to the office of The Faculty Senate by **Monday, April 06, 2020**. Recipients will be recognized at the spring commencement and at a special recognition event for Teacher of the Year and Advanced Teacher of the Year to be established for September 2020.

Note: All dates, other than application deadlines, are contingent upon the number of applicants received by the close of the nomination and application periods. Temporary employees, such as OPS personnel, visiting professors, adjunct professors, and others, are ineligible for these awards.

SELECTION OF HONORARY DOCTORAL DEGREE CANDIDATES

The deadlines for nominating Honorary Doctoral Degree candidates: on **October 7, 2019; February 10, 2020; and April 6, 2020 for fall, spring and summer Commencements**. The Faculty Senate Honorary Doctoral Degree Committee will review applications for the honorary doctoral degree according to the following schedule: **October 14-18, 2019 (fall); February 17-21, 2020 (spring); and April 13-17, 2020 (summer)**.

The Faculty Senate will approve all honorary doctoral degree candidates by **November meeting, 2019 (fall); March meeting, 2020 (spring); and April meeting, 2020 (summer) except in unusual circumstances as designated by the President**. The Provost and Vice President for Academic Affairs shall make recommendations to the University President in time to meet plans and procedures

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established for the three commencement exercises (fall, spring, summer). The University President shall make recommendations to the FAMU Board of Trustees by **October 2019 (fall); March 2020 (spring) and June 2020 (summer)**. The FAMU Board of Trustees shall approve recipients at its next scheduled or call meeting following the President's nomination.

SELECTION OF PROFESSOR EMERITUS CANDIDATES

The deadlines for nominating Professor Emeritus candidates are: **October 7, 2019 (fall); February 3, 2020 (spring); and April 8, 2020 (summer)**. The Faculty Senate Professor Emeritus Committee will review candidates for Professor Emeritus during the following periods: **October 14-18, 2019 (fall); February 10-14, 2020 (spring); and April 6-10 2020 (summer) any nominations received outside of any of these time frames will be considered at the following meeting of the committee.**

The Faculty Senate will approve all Professor Emeritus candidates by **October 2019 (fall); February 2020 (spring); and April 2020 (summer) and submit approved candidates to the Provost for official appointment.**

SELECTION OF THE GOLD MEDALLION CANDIDATES

The Faculty Senate Steering Committee reviews candidates for the Gold Medallion award and determines award winners. Recommendations for award candidates are made by members of the Senate to the Faculty Senate President. No more than 2 awards will be made during a given academic year and the presentations will be made at the annual Faculty Senate Retreat.

ELECTION OF NEW FACULTY SENATE REPRESENTATIVES FROM EACH ACADEMIC UNIT

Each dean/director should hold elections to elect new Faculty Senate representatives for their academic units during the **first two weeks of March (March 2 through March 13, 2020)**. Senators shall be elected unit wide and not by departments or divisions under the supervision of unit Deans/Directors or their designees. Once each academic dean/director has held elections for Senate representatives, the deans/directors should submit the names of the newly elected Senators to the Provost and Vice President of Academic Affairs **by Monday, April 13, 2020**. The Provost and Vice President of Academic Affairs will provide written confirmation to elected senators (copy to Faculty Senate office) by **May 06, 2020** for starting appointments in the **fall 2020**.