

FACULTY SENATE SCHEDULE OF ACTIVITIES**STEERING COMMITTEE MEETINGS**

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

FALL SEMESTER 2018

Monday, **September 10, 2018**
12:00 p.m., Faculty Senate
Conference Room

Monday, **October 1, 2018**
12:00 p.m., Faculty Senate
Conference Room

Monday, **November 5, 2018**
12:00 p.m., Faculty Senate
Conference Room

SPRING SEMESTER 2019

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

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

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

Monday, **April 1, 2019**
12:00 p.m., Faculty Senate
Conference Room

FACULTY SENATE MEETINGS

The Faculty Senate meets every third Tuesday of each month.

FALL SEMESTER 2018

Tuesday, **September 18, 2018**
3:00-5:00 p.m., Lee Hall Auditorium

Tuesday, **October 16, 2018**
3:00-5:00 p.m., Lee Hall Auditorium

Tuesday, **November 20, 2018**
3:00-5:00 p.m., Lee Hall Auditorium

SPRING SEMESTER 2019

Tuesday, **January 22, 2019**
3:00-5:00 p.m., Lee Hall Auditorium

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

Tuesday, **March 12, 2019 (19th spring
break)**
3:00-5:00 p.m., Lee Hall Auditorium

Tuesday, **April 16, 2019**
3:00 p.m.-5:00 p.m., Lee Hall Auditorium

Swearing-in of new faculty senators for the 2018-2019 academic year will be done at the **Tuesday, September 18, 2018 Faculty Senate meeting.**

FACULTY SENATE SCHEDULE OF ACTIVITIES

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 8, 2018** through **Monday, December 3, 2018**, 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, 2019**.

All nominees must submit applications for committee evaluations no later than **Friday, February 8, 2019**. The Teacher, Adviser, and Advanced Teacher of the Year evaluations will be conducted from **Monday, February 18, 2019, to Friday, February 22, 2019**.

THE TEACHER/ADVISER, AND ADVANCED TEACHER OF THE YEAR COMMITTEES will interview award finalists **Monday, March 11, 2019 and Friday, March 15, 2019**.

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 **Friday, March 22, 2019**. **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 2019.**

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 5, 2018; February 8, 2019; and April 5, 2019** 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 8-12, 2018 (fall); February 11-15, 2019 (spring); and April 8-12, 2019 (summer)**.

The Faculty Senate will approve all honorary doctoral degree candidates by **October meeting, 2018 (fall); February meeting, 2019 (spring); and April meeting, 2019 (summer)** except in usual 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 established for the three commencement exercises (fall, spring, summer). The University President

FACULTY SENATE SCHEDULE OF ACTIVITIES

shall make recommendations to the FAMU Board of Trustees by **October 2018 (fall); March 08, 2019 (spring) and June 06, 2019 (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 8, 2018 (fall); February 4, 2019 (spring); and April 5, 2019 (summer)**. The Faculty Senate Professor Emeritus Committee will review candidates for Professor Emeritus during the following periods: **October 15-19, 2018 (fall); February 11-15, 2019 (spring); and April 8-12 2019 (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 2018 (fall); February 2019 (spring); and April 2019 (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 4 through March 15, 2019)**. 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 15, 2019**. The Provost and Vice President of Academic Affairs will provide written confirmation to elected senators (copy to Faculty Senate office) by **May 13, 2019** for starting appointments in the **fall 2019**.