



JOB DESCRIPTION:	Faculty Senate President		
DEPARTMENT:	Faculty Governance		
REPORT TO:	General Assembly; Collaborates with the University President and Provost/Vice President for Academic Affairs		
TERM LENGTH:	Elected Annually	FLSA STATUS:	Exempt
COMPENSATION:	Equivalent to Department Chair	DATE APPROVED:	07-JUL-2025
		DATE MODIFIED:	

SUMMARY: The Faculty Senate President serves as the chief representative and presiding officer of the Western New Mexico University (WNMU) Faculty Senate and General Assembly. This position is elected by the voting members of the General Assembly and is responsible for leading faculty governance efforts, facilitating shared governance with administration, overseeing faculty representation on committees, and ensuring transparency and communication across university governance structures.

TEACHING LOAD/COURSE RELEASE: 6-hour course release each semester.

KEY RESPONSIBILITIES:

Governance & Leadership:

- Preside over all General Assembly and Faculty Senate meetings.
- Provide leadership in interpreting and implementing the Faculty Senate Constitution.
- Serve as the primary faculty liaison to the University President, Provost/VPAA, and Board of Regents.
- Facilitate communication between faculty, administration, and staff.
- Represent the faculty voice in institutional decision-making and strategic planning efforts.

Policy & Procedures:

- Lead the review and proposed amendments to the Faculty Handbook and Faculty Senate Constitution.
- Ensure proposed policies and changes affecting faculty welfare and academic standards are deliberated and conveyed to appropriate bodies.
- Initiate or appoint members to Ad Hoc Committees as needed to address emerging governance needs.

Committee Oversight:

- Make faculty appointments to Ad Hoc Committees and vacancies on Senate-appointed Standing Committees.
- Collaborate with Faculty Senate on committee nominations and appointments.
- Oversee the function and reporting of Faculty Senate Committees and ensure timely submission of reports and recommendations.

Election & Representation:

- Coordinate Faculty Senate and department-level elections, ensuring alignment with constitutional deadlines.
- Announce and facilitate nominations for Faculty Senate Vice President and other officers.
- Report election results and faculty actions to the General Assembly and administrative leadership.

Communication & Reporting:

- Distribute meeting agendas at least three days prior to Senate and General Assembly meetings.
- Ensure minutes, resolutions, and other official records are appropriately documented and shared with faculty, administration, and Board of Regents.

- Collaborate with the Secretary and Parliamentarian to uphold meeting protocol (Robert's Rules of Order).

Minimum Qualifications:

- Must be a full-time faculty member eligible to vote in the General Assembly.
- Must not be on terminal contract or reaching mandatory retirement age prior to the next academic year.

Desirable Qualifications:

- Prior service as a Faculty Senator, Committee Chair, or Department Chair.
 - Demonstrated knowledge of faculty governance, academic policies, and institutional procedures.
 - Strong facilitation, communication, and leadership skills.
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This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)