

4-17-2015

SR-14-15-26 EC

Marshall University

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**EXECUTIVE  
COMMITTEE  
RECOMMENDATION**

**SR-14-15-26 EC**

Recommends approval of a permanent, full-time, 12-month position for an Administrative Secretary for the Faculty Senate Office.

**RATIONALE:** Continuity of knowledge and procedures is vital in an office where the Faculty Senate chair is anything but continuous. Knowledge of billing, procedures, website, accounting for Quinlan grants, INCO grants, student and faculty research grants, summer research funding, knowledge of Foundation and State funds, arranging for payments and reimbursements, assuring the updating of the many standing committee elections and rosters and committee records and requests, Faculty Senate reports and documentation and records management, answering questions for a host of faculty members, answering policy requests from staff, faculty, and administrators, preparing for new faculty orientations, preparing orientations for new standing committee officers each fall, preparing the annual faculty senate reports (which involves a lot of follow-up in the summer with the standing committees), arranging for the next year's meetings, updating of faculty awards and achievement databases, building new records spreadsheets, and so on and so on—all of this continues all throughout the summer as essentially a necessity. A significant portion of the work is summer work, and there are official Faculty Senate meetings that still occur in May and in August as well. A continuity of knowledge about how to do all of this is again, essential.

(Rationale written by Dr. Eldon Larsen, Immediate Past Chair of Faculty Senate)

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE:

Larry Stoklev DATE: 4/17/2015

DISAPPROVED BY THE  
FACULTY SENATE:

DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED:

Greg S. White

DATE: 5/21/15

DISAPPROVED:

DATE: \_\_\_\_\_

**COMMENTS:**

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