

## Faculty Senate Summer Advisory Committee (SAC) Resolution

The purpose of the Faculty Senate SAC is to provide the Salisbury University administration with an opportunity to include faculty input and consultation when decisions need to be made during the summer months of June, July, and August when the Faculty Senate does not typically meet (see Faculty Senate Bylaws, Article IV, Section 2). The SAC will be comprised of ~~five~~ six members; the incoming Faculty Senate President, who will serve as committee chair, and with one elected member representing each of the four SU schools - Fulton, Henson, Seidel, and Perdue - and one elected member representing the Library.

### I. Elected SAC member requirements and expectations:

- A) Must have served as an elected Senator during the Academic Year preceding the summer in question.
- B) Must select a member to attend the first Faculty Senate meeting subsequent to the summer in question and present a report to the full Senate describing the relevant summer meetings and discussions.
- C) Must be able to participate in a meeting during each of the summer months - June, July, and August - attended by the other SAC members and the SU Provost (or the Provost's designee), or identify a qualified representative who will attend the meeting in their place.
- D) Must make an effort to acknowledge within 48 hours any email from the Provost's office requesting SAC input.
- E) Must make an effort to provide a thoughtful response within one week to any email from the Provost's office requesting SAC input.
- F) If unable to provide an acknowledgement and/or feedback within the timeframe identified above, the SAC member will provide such information as soon as they are reasonably able to do so.
- G) The group must designate a recorder for each meeting who will circulate meeting notes to the group for approval/suggestions. These notes will form the basis for the report to the senate in the fall.

### II. SAC membership selection:

- A) The election of each SAC member will occur no later than the final Faculty Senate meeting scheduled for the month of April each spring semester and the results will be announced during that meeting.
- B) The selection process each year will be coordinated separately for each of the five position.
- C) The individual responsible for coordinating this selection process will be the elected Library representative or the representative from each school serving the longest current term (i.e., the Fulton School representative in the third year of a term). The Faculty Senate president will notify each of the appropriate senate representatives and identify them publicly no later than the final senate meeting scheduled for the month of February each spring semester.
- D) The appropriate Senator will coordinate the selection in a manner of their own choosing and the formal nomination and voting process will be provided to the Faculty Senate no later than the final Senate meeting scheduled for the month of March each spring semester.
- E) Any elected member of the Faculty Senate is eligible for the SAC position within their respective school or the Library (including at-large representatives).
- F) Each Faculty Senator is eligible to vote only for the SAC position representing their school or the Library.

G) If no Senator from a specific school or the library volunteers, that school will not be represented on SAC during that specific summer.

### III. Provost Office expectations:

- A) Apprise the Faculty Senate through the SAC members of any issue arising during the summer months - particularly June, July, and August - which may impact SU faculty and which must be resolved before the first meeting of the Faculty Senate in the Fall Semester. These issues include any changes in the university structure, administration, or environment which could potentially impact a faculty member's ability to meet the requirements and expectations of their job. Examples of such issues include, but are not limited to changes in training programs, compliance agreements, compensation policies in any form, promotion and/or tenure processes, office staffing, and campus budgetary issues.
- B) Whenever possible, complete the planning and development of all such issues during the academic year so that the entire Faculty Senate membership can be apprised of these situations no later than the final Faculty Senate meeting each May.
- C) Coordinate meetings with all SAC members (or their designee) during the months of June, July, and August.
- D) Whenever appropriate, solicit faculty input from SAC members during the months of June, July, and August for any decisions which impact SU faculty and which may require a decision to be made before the first Faculty Senate meeting in the fall semester. This input should occur during the monthly SAC meetings whenever possible, or alternately via email communication with SAC members.
- E) Although SAC member will strive to provide online feedback within a week for any issue requiring immediate action, feedback provided by SAC members after that timeline will also be given full attention and consideration. When appropriate this additional feedback may serve as justification for modifying decisions or policies related to the issue in question.

### IV. SAC membership compensation:

- A) As SU Faculty contracts do not typically provide for salary compensation related directly to work completed during the summer months (from June 15 to August 15), SAC members will receive a monetary stipend.
  - B) This stipend amount will be equivalent to the compensation provided for teaching a one-person, three-credit overload course during that summer term\* and these monies will be provided by the Provost's Office.
- (\*During Summer 2013, this amount would have been \$392)

Revised by Faculty Senate: March 28, 2017