

## FACULTY SENATE SCHEDULE OF ACTIVITIES

### STEERING COMMITTEE MEETINGS

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

#### FALL SEMESTER 2017

Monday, **September 11, 2017**  
12:00 p.m., Faculty Senate  
Conference Room

Monday, **October 2, 2017**  
12:00 p.m., Faculty Senate  
Conference Room

Monday, **November 6, 2017**  
12:00 p.m., Faculty Senate  
Conference Room

#### SPRING SEMESTER 2018

Monday, **January 8, 2018**  
12:00 p.m., Faculty Senate  
Conference Room

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

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

Monday, **April 8, 2018**  
12:00 p.m., Faculty Senate  
Conference Room

### FACULTY SENATE MEETINGS

The Faculty Senate meets every third Tuesday of each month except in December.

#### FALL SEMESTER 2017

Tuesday, **September 19, 2017**  
3:00-5:00 p.m., Lee Hall Auditorium

Tuesday, **October 17, 2017**  
3:00-5:00 p.m., Lee Hall Auditorium

Tuesday, **November 21, 2017**  
3:00-5:00 p.m., SJGC Gallery  
Room 2015

#### SPRING SEMESTER 2018

Tuesday, **January 23, 2018**  
3:00-5:00 p.m., Lee Hall Auditorium

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

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

Tuesday, **April 17, 2018**  
3:00 p.m.-5:00 p.m., Lee Hall Auditorium

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Swearing-in of new faculty senators for the 2017-2018 academic year will be done at the **Tuesday, September 19, 2017 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 9, 2017** through **Monday, December 4, 2017**, in the Provost and Vice President for Academic Affairs office until 5:00 p.m. Nominations may be mailed or hand-delivered to the Provost and Vice President for Academic Affairs Office.

**NOTE:** Nomination forms and criteria for the awards are available on line at [www.famu.edu/admin/facultysenate](http://www.famu.edu/admin/facultysenate).

The Provost will inform all nominees of their nomination by **Friday, January 05, 2018**.

All nominees must submit applications for committee evaluations no later than **Friday, February 9, 2018**. The Teacher, Adviser, and Advanced Teacher of the Year evaluations will be conducted from **Monday, February 19, 2018, to Friday, February 23, 2018**.

THE TEACHER/ADVISER, AND ADVANCED TEACHER OF THE YEAR COMMITTEES will interview award finalists **Monday, March 12, 2018 and Friday, March 16, 2018**.

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 23, 2018**. **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 2018.**

**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 3, 2017; February 5, 2018; and April 2, 2018** 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 9-13, 2017 (fall); February 12-16, 2018 (spring); and April 16-20, 2018 (summer)**.

The Faculty Senate will approve all honorary doctoral degree candidates by **October meeting, 2017 (fall); February meeting, 2018 (spring); and April meeting, 2018 (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

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shall make recommendations to the FAMU Board of Trustees by **September 13, 2017 (fall); March 08, 2018 (spring) and June 06, 2018 (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 9, 2017 (fall); February 5, 2018 (spring); and April 6, 2018 (summer)**. The Faculty Senate Professor Emeritus Committee will review candidates for Professor Emeritus during the following periods: **October 16-20, 2017 (fall); February 12-16, 2018 (spring); and April 9-13 2018 (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 2017 (fall); February 2018 (spring); and April 2018 (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 5 through March 16, 2018)**. 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 16, 2018**. The Provost and Vice President of Academic Affairs will provide written confirmation to elected senators (copy to Faculty Senate office) by **May 16, 2018** for starting appointments in the **fall 2018**.