

Duties of Faculty Representatives

Senate Executive Committee. Members of the Senate Executive Committee (SEC) are expected to attend monthly meetings of the Committee, to report to their constituencies on the Committee's work, and to bring questions and suggestions back to the Executive Committee. SEC members represent all the schools at the University of Pennsylvania. The President and Provost attend several SEC meetings each semester, as do a number of other key University administrators. Members of the Committee vote on any amendments to the Faculty Handbook, and provide input on current issues regarding the Faculty. The Senate Executive Committee normally meets at 3:00 p.m. on a specified Wednesday of each month; meetings are not normally held during June, July and August. SEC members, who are not At-large members, serve concurrently on University Council

University Council. Members of the University Council (UC), which represents University administration, faculty, staff and students, are expected to attend monthly Council meetings and to participate fully in Council business, including the work of its committees. UC members report to their constituencies about the discussions, decisions, and recommendations of the Council and solicit questions and suggestions from constituencies for presentation to the Council. Members of the Senate Executive Committee act as liaison between the Council and the Faculty Senate. The Council normally meets at 4 p.m. on a specified Wednesday of each month during the Fall and Spring semesters.