

## FACULTY SENATE ANNOUNCEMENTS

4 November 1997

1. We would like to ask that all Senators do the following to aid in **reporting the minutes** correctly:
  - a. To aid in identification, please stand when recognized to speak on issues.
  - b. To aid in clarification of motions, forms have been provided near each Senator. When making a motion or amendment, please fill out the form and forward it to Donald Neal, Secretary of the Faculty.
  
2. The next **Faculty Assembly meeting** is scheduled for Friday, 21 November 1997, at 9:00 a.m. in Chapel Hill. Faculty, with issues they feel need to be addressed by this body, should contact one of the five Faculty Assembly Delegate listed below.  
- Lou Everett      -Henry Ferrell      -Rita Reaves      -Allan Rosenberg      - Don Sexauer
  
3. The Committee on Committees has been charged to seek nominees from the faculty for the election of **two alternate members to the Faculty Assembly** of the University of North Carolina. Delegates and alternates should be full-time faculty or professional staff members, holding no administrative duties outside his/her unit. *At the present time, the Committee needs more nominees willing to serve in this capacity. Faculty Senators are urged to talk with colleagues in their units and call the Faculty Senate office at ext. 6537 by Friday, November 7<sup>th</sup>. with possible nominees.*
  
4. The Chancellor is out of town today participating in a NCAA Certification Review in Texas.
  
5. The **Guidelines for Measuring Teaching Loads**, approved by the Faculty Senate last month, has now been forwarded to each unit to complete the process of developing their teaching load policies by December 15, 1997. Faculty are encouraged to contact their unit head if the discussion on this topic has not begun within their unit.