

FACULTY SENATE ANNOUNCEMENTS

5 October 1999

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 the Chair of the Faculty.
2. The next **Board of Trustee meeting** is scheduled for Friday, 22 October 1999, beginning at 9:00 a.m. in the Mendenhall Student Center. A copy of the meeting agenda will be available for review in the Faculty Senate office.
3. Faculty are encouraged to nominate colleagues to fill the two **Faculty Assembly Delegate** and one Alternate upcoming 2000-2003 vacancies. Information was distributed to all faculty October 1st. Completed nomination forms are due in the Faculty Senate office no later than Friday, 22 October 1999.
4. Faculty nominated for one of the three **University Teaching Awards** are reminded that portfolio materials are due either in the Faculty Senate office (alumni award) or the Faculty Development office (Board of Governor awards) no later than Wednesday, 1 December 1999.
5. Academic units eligible to nominate faculty for one of the two **University Research Awards** are reminded that the nominee's materials (department and ad hoc committee nominating letters, complete CV, and five letters from outside referees) are due in the Faculty Senate office no later than Thursday, 9 December 1999.