

Draft for Senate  
discussion



## Faculty Senate

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### **Faculty Senate – Welcome to New Senators and Onboarding Information**

Congratulations on your election to NMSU Faculty Senate! It is a pleasure to welcome you and the Senate Leaders are very grateful you have decided to serve in this leadership capacity on behalf of your academic peers at NMSU. The Faculty Senate at New Mexico State University serves as the representative voice of NMSU's faculty, and has an important and significant role to play in the shared governance of the university. NMSU's Faculty Senate consists of 68 Senators and the Senate holds the legislative power to oversee policies that impact the academic mission of NMSU. The Chair and Vice-Chair lead the Senate and are advised by the Senate Leadership Committee. The Senate meets monthly to carry out duties in a timely manner. The Faculty Senate Constitution contains the fundamental principles which govern the Senate's operation while the bylaws establish the specific rules under which the group is to function. The monthly Faculty Senate meetings (first Thursday of every month) are conducted using the rules contained in the current edition of Robert's Rules of Order. Faculty Senate appoints a Parliamentarian who provides advice regarding procedures outlined by Robert's Rules of Order. Standing Committee meetings are usually less formal and are conducted in a manner determined by each of the respective Standing Committee Chairs. Propositions are the formal mechanism by which Faculty Senate puts forth legislation. There are four types of propositions and they are explained [here](#).

**Senator Duties and Responsibilities** (partially taken from the NMSU Faculty Senate Bylaws):

- a. Regularly attend and actively engage in Faculty Senate meetings and meetings of the standing committee to which you have been assigned, whether in-person or through appropriate electronic media. For Senators that are located on or near the Las Cruces Campus, your in-person attendance would be appreciated and is highly encouraged so you have more of an opportunity to get to know the Senate Leadership and your Senator peers.
- b. Represent faculty from your home college or electing group.
- c. Actively participate in Faculty Senate discussions and deliberations, sharing ideas, information, and concerns.
- d. Report Faculty Senate activities to your home college or electing group.

## **General Information for Onboarding:**

The information in this document is being provided to help onboard you. This document is by no means comprehensive. This is also a living document that will be changed as needed to provide newly elected Senators with the information required to support their incorporation into the Senate. The [NMSU Faculty Senate Website](#) has more information that will be pertinent to your role as a Senator, and you are encouraged to familiarize yourself with the information posted there. Faculty Senate Leadership are also available and more than willing to answer any questions you may have. Please do not hesitate to reach out to us. Here are some important informational items from the Faculty Senate Website. Click on the headings to follow the links to the information:

### **1) Senate Leadership:**

Chair, Faculty Senate  
Gaylene Fassenko, Ph.D.  
Professor, Companion Animals  
(575) 646-3402  
[gfasenko@nmsu.edu](mailto:gfasenko@nmsu.edu)

Senate Chair office hours: Tuesdays, 11am-12 noon, Hadley Hall Room 20 (Faculty Senate Office) or by appointment

Vice Chair, Faculty Senate  
Karen Kopera-Frye, Ph.D. M.P.A.  
Professor, Public Health Sciences Department  
(575) 646-4693  
[kfrye@nmsu.edu](mailto:kfrye@nmsu.edu)

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### **2) Senate Roster**

### **3) Faculty Senate Standing Committees and Members**

### **4) Upcoming Meetings**

### **5) Monthly Meeting Calendars**

### **6) Senate Constitution and Bylaws**

## **Specific Information Needed to Attend and Participate in Faculty Senate Meetings:**

Irrespective of whether you attend Faculty Senate meetings in-person or virtually via Zoom, in the interest of providing a relatively easy and secure mechanism for voting, all voting will take place via Zoom. We highly encourage Senators to attend meetings in person so you can get to know the Senate Leadership and your peers in the Senate, but please bring a laptop. To date, we have yet to figure out a better way for conducting and counting votes when the meetings are hybrid. Any input/advice on this would be most welcomed.

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### **A Few Days Prior to the Faculty Senate Meeting:**

Meeting invitations are sent out to all Faculty Senators via email. You will be asked to register in advance for the Faculty Senate meeting. Just follow the instructions in the email in order to receive the meeting Zoom link.

Review the minutes from the previous meeting and the agenda for the [upcoming meeting](#) on the Faculty Senate Website.

### **A Few Minutes Before the Faculty Senate Meeting:**

1. Make sure that before you enter the Zoom meeting you sign in to your NMSU Zoom account through SSO.
  - On your computer click on the Zoom icon, then click “sign in”, then click “SSO” at the bottom of the window where it says “or sign in with”
  - **If you are not sure if you have activated your NMSU email to NMSU at Zoom, below is a link to get your NMSU email activated.**

<https://inside.nmsu.edu/learning/zoom-at-nmsu/activate-your-nmsu-zoom-account/>

2. After you have signed in to Zoom using SSO, click on the zoom link to enter the meeting.

### **Complete this Simple But Important Task Once You Are in the Meeting in Zoom:**

Once in the Zoom meeting, before the meeting starts, please change your name so it says “SENATOR” in front of your name. To do this:

- Click on “participants” at the bottom of your screen
- Find your name in the list and click on your name
- Click on the three horizontal dots beside your name then click “rename”
- Type SENATOR in front of your name and click on the “change” button

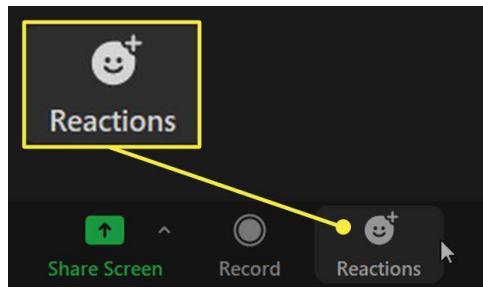
Having Senator beside your name helps the Faculty Senate recording secretary to count all the Senators present to 1) determine if quorum for the meeting has been met, and 2) to also count the votes when voting occurs.

## Instructions on How to Vote During Faculty Senate Meetings:

At various times throughout the Faculty Senate meeting the Chair of Faculty Senate (who Chairs the meetings) will ask Senators to vote. Senators vote on items such as the acceptance of the meeting agenda, and the acceptance of the previous meeting's minutes, as well as voting on various propositions as they come through Faculty Senate.


Voting is conducted using the "Reactions" button at the bottom of the screen.

When a vote is called for by the Chair, click on the "Reactions" button.




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Senators can then cast their vote by clicking on the emojis as follows:

 = YES

 = NO

 = Abstain

**\*\*Please leave your selection up as it takes time for our Faculty Senate Recording Secretary to count and record the votes.** Once the vote counting is complete the Chair will indicate for you to remove the emoji by clicking on it.

## Asking a Question or Providing Input During the Meeting:

If you wish to ask a question or contribute information on the agenda topic being discussed, please use the "raise hand" button at the bottom of the screen. The Chair will do their best to call on each Senator in the order in which hands were raised. Please click on "lower hand" after your question has been answered and/or after your valued input has been provided.

## Chat:

Please remember that if you do not select a specific individual to message directly that everyone will be able to see your message. Please be courteous and professional when using the Chat. We regularly have guests or ex officio Faculty Senate members attend meetings, (Ex officio members of the Faculty Senate include members of NMSU leadership such as the President, Provost, or the Board of Regents.)