



Agreement to Serve

I, _____, agree to serve on Texas Tech University Health Sciences Center Staff Senate.

As a Texas Tech University Health Sciences Center Staff Senator, I agree to:

- Serve a two-year term and serve no more than two consecutive terms.
- Represent my designated campus and classification (exempt or non-exempt status). Furthermore, I agree to notify the TTUHSC Staff Senate President if a change occurs in my employment status, i.e., campus designation, classification from exempt or non-exempt status, or departure from the TTUHSC system.
- Attest to the fact I do not have any active disciplinary actions or active written warning for unsatisfactory job performance or any active unacceptable personal conduct on file.
- Attend orientation session and sign required documents prior to starting my term of office.
- Attend all regular meetings as well as special or called meetings.
- Notify the Staff Senate President in writing prior to an expected absence five working days prior to the meeting, explaining the absence, or follow-up in writing within five working days of an unexpected absence.
- Serve on at least one committee of the Staff Senate and serve as an officer of those meetings if so appointed.
- Make myself known to my constituents, indicate how I can be contacted, hear their concerns, receive information and suggestions, and communicate these to the Senate.
- Keep my constituents well informed of the work of the Staff Senate.
- Serve as a Senate representative on a TTUHSC/TTU committee if so appointed.
- Maintain confidentiality of the TTUHSC Staff Senate accordingly.

Signature

Date

Supervisory Acknowledgment

I, _____, as the supervisor of the above-mentioned staff member, acknowledge that I am aware that Staff Senators:

- Meet once monthly at a general meeting (approximately two hours in length), and
- Serve on at least one committee which will meet monthly to quarterly.

I will do my best to keep them available as necessary, work permitting.

Signature

Date