Sample Agenda

NOTICE OF PUBLIC MEETING

____________________ County Faculty Governance Unit

Date: ______________
Time: ______________

Address: ______________________________

1. Call to Order

2. Review of Faculty Governance Unit Documents (found at: http://www.uwex.edu/secretary/faculty-governance-unit.html)
   a. Understanding the Role of the County Department Head and the Role of the Faculty Governance Unit Chair
   b. Annual Review Processes for Faculty
      a. Cooperative Extension Guidance Document for UWEX Articles of Faculty Governance (Article 4) when the Department/Unit Head is Not the FGU Chair

3. FGU – Q & A
   a. Up-coming WisLines
   b. General discussion

4. Scholarship
   a. Current efforts
   b. Plans for sharing

5. Election of FGU Chair

6. Adjourn

Persons wishing to address an issue on the agenda, or wishing to request an issue be added to the agenda, are urged to contact ____________________________ (FGU Chair name, phone number)

Advance notice is requested so that arrangements can be made to appropriately address an issue, including having background information and key contacts available.