

Duties and Responsibilities Secretary of the Academic Senate

The Secretary is a critical member of the Academic Senate. The Secretary is also the Parliamentarian. The Secretary keeps notes for the meetings of the full Academic Senate, the Executive Committee (EC), and the University Budget Committee (UBC). The Secretary has many duties as generally referred to in the Constitution of the Academic Senate:

Constitution of the Academic Senate, Article Two: Section 2:

The duties of the Academic Senate as delegated to it by the Faculty shall be:

1. To formulate, recommend, review, and revise all academic, personnel, and professional policies, including fiscal policies related thereto, broadly and liberally defined. In cases where the Faculty Personnel Policies and Procedures (FPPP) is considered, only faculty members can vote.
2. To assure through well-established and well-defined channels of communication the maximum cooperation among all members of the university, in order that policy and administrative implementation shall be consonant.
3. To present through proper channels to the Trustees of the California State University and/or the Statewide Academic Senate of the California State University any appropriate recommendations relating to, but not limited to, those policy matters enumerated in Article II, Section I of the Constitution of the Faculty of California State University, Chico. Such recommendations may ask for amendment to or the elimination of any law, code section, regulation, or policy when the Faculty deems it to be in the general welfare of this, of any, or of all the campuses of the California State University.

Upon Taking Office:

As stated in the Constitution of the Academic Senate, Article 4, sec.1., “The newly elected Officers of the Academic Senate will take office the day following the last official graduation date at the end of the academic year.” This stipulation requires that the new officer work during the summer in order to prepare for taking office and becoming familiar with the new job.

Summer Term:

Learn New Duties

1. Meet with outgoing Senate Officers about standing business and other issues.
2. Transfer organizational documents/resources/web organization data.
3. Develop expertise with Robert’s Rules of Order.
4. Plan for efficient note taking and organization.

5. Meet with Administrative Assistant to plan for protocol and procedures for efficient sharing of information.
6. Learn the Job:
 - Study FPPP, Contract (CBA), and Academic Department Manual.
 - Read Senate Constitution, Senate Bylaws, and Constitution of the Faculty.
 - Familiarize self with University Structure (local and state-wide) and the Academic Senate Committee Structure.
 - Learn about Permanent committee reporting and appointment relationships to Senate.
 - Meet with the Academic Senate Chair for responsibility orientation.
 - Learn how to use and reference Policy Archive and Policy Catalog.
7. Submit a biography and obtain a photo for the Academic Senate website.
8. Determine procedure for efficient office responsibilities and management.
 - Ad Hoc Sub-committees, Standing Committees, and permanent committee procedures.
 - Policy document processing.
 - Participate in the overall management of issues and policy implementation. (keep track of what is outstanding, when it will be completed, issues involved).

Ongoing Summer Duties

1. Meet and communicate with EC as needed during the summer:
 - Follow up on and manage the continued progress of outstanding items or issues generated from the previous academic and anticipated/planned for in the next academic year.
 - Study current or approaching University issues.
 - Review necessary policy revisions, meet with administration on development of new policies, discuss and prioritize.
2. Meet with EC members to plan Fall and Spring Retreats.
3. Be on call for “Summer Senate” emergency business (*Constitution of Academic Senate Art. IX, sec. 2*)
4. Help manage, evaluate and plan reports regarding the annual Campus Climate Survey.
5. Provide input in and approve the Academic Senate budget.
6. Consider and respond to internal management hiring, promotion, and other business of faculty interest.
7. Review Senate operating procedures, and recommend changes and new procedures.
8. Review and assess ongoing responsibilities of Standing, Permanent and Ad Hoc Committees over the summer. Verify and assure that committees are ready to begin work in the new academic year.

Ongoing Annual Responsibilities:

1. Attend EC meetings held Fridays from 8:00am - 10:00 am.
2. Attend Subcommittee meetings and the Academic Senate meetings held Thursdays starting at 2:30 pm.

3. Meet and communicate with EC and EC Officers as needed.
 - Follow up on and manage the continued progress of outstanding items or issues generated from the previous academic and anticipated/planned for in the next academic year.
 - Responsible for recording the agendas, notes and any other important transactions during any meetings that involve the Officers of the Senate when they are meeting in their official capacities.
 - Fields questions related to Robert's Rules, minutes of meetings (assigned Subcommittee, Academic Senate, and EC).
 - Study current or approaching University issues, and render general advice with discretion and while maintaining confidentiality.
 - Review necessary policy revisions, meet with administration on development of new policies, discuss and prioritize.
4. Evaluate and consider system-wide CSU actions and respond to items of interest or concern for EC, full Academic Senate, and campus community.
5. Communicate as needed with Departments, Colleges, Provost's Office, President's Office, and multiple divisions of the University.
6. Consider and respond to internal management hiring, promotion, and other business of faculty interest.
7. Meet regularly to review the relationship of academic programs and campus budget, provide timely participation in budget processes, to propose broad strategies for adjusting the academic programs and budget to one another, and to review the effects of their implementation before adoption by the university (EM 05-017)
8. Plan fall and next year Senate priorities (EMs/Resolutions/Important Business, etc.)
 - Investigate previous policies and procedures.
 - Review the new Academic Senate calendar and determine the Academic Senate meeting times.
 - Write and review Senate protocols (e.g. Officer election schedule and processes).
9. Represent the University with highest professional and ethical standards.
10. Chair the Academic Senate in the absence of the Vice Chair and the Chair.
11. Begin mentoring newly elected officers.

Annual Committee Responsibilities:

- Full Academic Senate meetings
- Educational Policy and Programs Committee (EPPC) or Faculty and Student Policies Committee (FASP) meetings
- Executive Committee meetings
- Executive Committee Senate Officers meetings
- University Budget Committee meetings

Summer Committee Responsibilities:

- Executive Committee meetings
- Executive Committee Senate Officers meetings