

Duties and Responsibilities Chair of the Academic Senate

The Chair of Academic Senate leads the Academic Senate and is the appointed President of the Faculty by the University President (*Constitution of the Faculty, Article IV, Section 3*). The Chair of the Senate and President of the Faculty 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.
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 Chair about standing business and other issues.
2. Meet with each new officer for initial orientation and meet.
3. Meet with Office manager and go over job duties and job description.
4. Transfer organizational documents/ resources/web organization data.
5. Learn the Job
 - Study FPPP/ Contract (CBA)/ Academic Department Manual.

- Read the Senate Constitution/ Senate By-laws/ and Constitution of the Faculty.
 - Familiarize self with university divisional structure and Statewide Academic Senate structure.
 - Learn about permanent committee reporting and appointment relationships to Senate.
 - Meet with the outgoing Academic Senate Chair for responsibility orientation, committee memberships, Senate office protocol, and office responsibilities etc.
 - Learn how to use and reference Policy Archive and Policy Catalog.
 - Initiate introductory meetings with President, Vice Presidents, Deans, UPD upper management, and others responsible for faculty and student work-life.
 - Develop expertise with Robert's Rules of Order.
6. Take Photo and submit biography for Senate web page.
 7. Determine procedure for efficient office responsibilities and management.
 - Ad hoc sub-committees, standing committees and permanent committees Procedure.
 - Policy document processing.
 - Plan and direct overall management of issues and policy implementation (keep track of what is outstanding, when it will be completed, issues involved).

Ongoing Summer Duties

1. Lead EC during the summer term:
 - Follow up on and manage the continued progress of outstanding items or issues generated from the previous academic senate and anticipated/planned for items and issues in the next academic year.
 - 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.
2. Meet with EC members or officers only to plan fall and spring Retreats.
3. Help manage, evaluate and plan reports regarding the Campus Climate Survey, if applicable.
4. Provide input in and approve the Academic Senate budget.
5. Consider and respond to internal management hiring, promotion, and other business of faculty interest.
6. Review Senate operating procedures and recommend changes and new procedures.
7. 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 (i.e., EMEDC, FRAS).
8. Call "Summer Senate" for emergency business if necessary (*Constitution of Academic Senate Art. IX, sec. 2*).
9. Meet with Statewide senators about their newly assigned duties.

Ongoing Annual Responsibilities:

1. Identify and provide leadership on issues facing faculty at Chico State.
2. Be the lead communication between the Academic Senate of Chico State, administration, and other groups on campus.
3. Be the lead of communication between the Academic Senate of Chico State and the System-wide Academic Senate Chairs.
4. In conjunction with the Executive Committee, develop schedules of meetings and agendas for Executive Committee, Officers only meetings, and Senate meetings.
5. Keep abreast of issues of importance to the Chico State faculty and Academic Senate.
6. Call and preside at the Senate, Executive, and University Budget Committee meetings.
7. Call the first meeting of the Student Feedback on Teaching and Learning Committee.
8. Facilitate the flow of discussion and guide the committee through agenda of the Senate.
9. Meet/Communicate with EC as needed in order to:
 - Follow up on and manage the continued progress of outstanding items or issues generated from the previous academic and anticipated/planned items and issues 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.
10. Evaluate and consider system-wide CSU actions and respond to items of interest or concern for EC, full Senate, and campus community.
11. Initiate coordination and assure regular communication with Departments, Colleges, Provost's Office, President's Office, and multiple divisions of the University.
12. Consider and respond to internal management hiring, promotion, and other business of faculty interest.
13. Support 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 year (i.e., FRAS).
14. Call, when necessary, "Summer Senate" emergency business (Constitution of Academic. Senate Art. IX, sec. 2).
15. Interpret, evaluate, select, and disseminate information to campus community regarding University, Senate, and State-wide academic Senate policies, resolutions, Executive Memorandums, Executive orders and relevant procedures.
16. Review Senate operating procedures and recommend changes and new procedures.
17. Evaluate and approve the Academic Senate budget.
18. 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).
19. Plan fall and next year Senate priorities (EMs/ Resolutions/ Important Business, etc.)
 - Investigate previous policies and procedures.
 - Review the new Senate calendar and determine the Senate meeting times.
 - Write and review Senate protocols (e.g. Officer election schedule and processes.)
 20. Meet with EC members to plan fall and Spring Retreats.
 21. Manage, evaluate and plan responses to the annual Climate Survey.
 22. Write Academic Senate Annual Report.
 23. Speak at Spring Commencement and at Fall Convocation.
 24. Attend Graduate School Commencement.
 25. Prepare Senate Agenda, organize and plan fall and spring Senate Retreat meetings held on the first Thursday of the first week of the Academic Year.
 26. Attend system-wide chair's meetings and other system-wide meetings as called.
 27. Represent the University with highest professional and ethical standards.
 28. Meet regularly with the Office manager to review work progress, issues related to senate business and its efficient functioning.
 29. Represent the faculty of CSU, Chico at public meetings, community events, and ceremonial functions when necessary or as appropriate.
 30. Meet regularly with the University President, Provost, Associate Vice President of Faculty Affairs and President of the CFA.
 31. Coordinate the referral of items to the standing committees.
 32. Provides leadership and advice regarding matters that are related to university organization, practice, policies, programs, curricular issues, and provides resources and direction to faculty and Associated Student Body President and AS Senate Chair.
 33. Represent the Academic Senate of CSU, Chico in meetings with the administration.
 34. Review and approve agenda, official minutes and other Senate publications prior to posting.
 35. Work collaboratively and remain in regular contact with the Vice President of Faculty Affairs and the President's Chief of Staff to coordinate initiatives and follow up on campus policies.
 36. Write an annual Senate Chair's Report and submit to Academic Senate at last meeting.
 37. Complete an annual written evaluation of the Senate Administrative Assistant.
 38. Attend the annual CSU System-wide Academic Conference in Long Beach (Fall).

Annual Committee Responsibilities

Attend the following committees or assign a designee if appropriate:

Academic Senate (Chair)

Executive Committee (Chair)

University Budget Committee (Chair)

Enrollment Management Committee

Updated April 2022

Campus Fee Advisory Committee

Title IX Oversight Committee

Provost's Academic Council

Provost Initiatives (e.g., Graduate Initiative Team, Aim-For-Four)

First Year Experience Advisory Board (and other ad-hoc committees as necessary)

Associate Student Body Academic Senate

Ad Hoc Committees as appropriate or as appointed by Provost or President

Summer Committee Responsibilities:

Executive Committee Meetings

Executive Committee Officers Meetings

Emergency EC meetings as necessary

Title IX Oversight Committee

Ad Hoc Committees as appropriate or as appointed by Provost or President

Office support

The office manager supports the Chair and manages office. (See AS 1 Job Description as written)