

## **Duties and Responsibilities Vice Chair of the Academic Senate**

The Vice Chair is a critical officer of the Academic Senate. The Vice Chair is the acting Chair when the Senate Chair is absent or when the Ex Officio Chair is unavailable. The Vice Chair 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 Officers about standing business and other issues.
2. Transfer organizational documents/ resources/web organization data.
3. Learn the Job:
  - Study FPPP/ Contract (CBA)/ Academic Department Manual.
  - Read Senate Constitution/ Senate By-laws/ and Constitution of the Faculty.

- Develop expertise with Robert’s Rules of Order.
  - Familiarize self with University Structure (local and state-wide)/ Statewide. 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.
4. Photo and biography for Senate web page.
  5. Determine procedure for efficient office responsibilities and management.
    - Ad hoc sub-committees, standing committees and permanent committees Procedure.
    - 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/Communicate with E.C 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 (i.e., FRAS).
9. Be on call for “Summer Senate” emergency business (*Constitution of Academic Senate Art. IX, sec. 2*)
10. Be on call to substitute for the Chair in whatever manner is necessary to fulfill the Chair’s responsibilities as delegated or designated by the Chair (see Chair’s Duties).

### **Ongoing Annual Responsibilities:**

1. Attend EC meetings held Fridays from 8:00 am-10:00 am.

2. Attend subcommittee meetings and senate meetings held Thursdays starting at 2:30 pm.
3. Evaluate and consider system-wide CSU actions and respond to items of interest or concern for EC, full Senate, and campus community.
4. Communicate as needed with Departments, Colleges, Provost's Office, President's Office, and multiple divisions of the University.
5. Consider and respond to internal management hiring, promotion, and other business of faculty interest.
6. Interpret, evaluate, report to EC and to Academic Senate information regarding CSU system-wide and CSU, Academic Senate policies and procedures.
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 Senate calendar and determine the 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. Begin mentoring newly elected officers.
11. Be on call to substitute for the Chair in whatever manner is necessary to fulfill the Chair's responsibilities as delegated or designated by the Chair (see Chair's Duties).
  - The Vice Chair is directly responsible for the ongoing management of the Committee on Committees.
  - Be prepared to travel on behalf of the Chair and assume all duties when necessary.

### **Annual Committee Responsibilities**

Academic Senate

Faculty and Student Policies Committee/or Educational Policy and Program Committee

Executive Committee

Committee on Committees (Chair)

University Budget Committee

Assigned Committees (Chair's Prerogative)

Ad Hoc Committees

Designee of Chair (See Chair's Duties)

### **Summer Committee Responsibilities**

Executive Committee Meetings

Executive Committee Officers Meetings

Designee of Chair (see Chair's Duties)

**The Administrative Assistant of the Academic Senate provides the following support:**

- Provides general clerical support.
- Prepares and distribute agendas and background material.
- Prepares a complete roster for standing committees.
- Independently researches material for administrators or faculty upon request.
- Schedules meetings including room reservations, and notifies attendees.
- Researches historical policy and/or provides historical data as needed.
- Maintains current knowledge of system-wide CSU Senate actions and notes items of interest or concern and independently contacts other institutions in many cases, requesting more information on an item.
- Prepares and arranges all travel and reimbursement.
- Issues keys to Senate Office