

## DUTIES FOR THE DIRECTOR OF UNIVERSITY AFFAIRS

### I. NAME

This document shall be called Duties for the Director of University Affairs.

### II. AUTHORITY

These duties shall be established by the authority given in Article VIII, Section 2 of the Restated Bylaws of the Associated Students (AS) of California State University, Chico (CSUC).

### III. PURPOSE

The purpose of these duties is to define the role and responsibilities of the Director of University Affairs.

### IV. DATE OF EFFECTIVENESS

These duties shall be effective upon approval of the Government Affairs Committee (GAC) and the Board of Directors (BOD).

### V. AMENDMENTS

These duties may be amended by the Director of University Affairs with approval of the GAC and the BOD.

### VI. TERM OF OFFICE AND ATTENDANCE

- A. Term of office shall be consistent with elected representatives as outlined in Article VIII, Section 4 of the Restated Bylaws of the AS of CSUC.
- B. Attendance shall be governed by the Attendance Policy for Elected Representatives.

### VII. DUTIES AND RESPONSIBILITIES

- A. Shall be a voting member of the BOD, shall chair the Student Academic Senate (SAS) and represent that committee to the BOD.
- B. Shall be a voting member of the GAC.
- C. Shall be a voting member of the Initial Review Committee (IRC).
- D. Shall be responsible for submitting concepts to the GAC to initiate reforms in the area of University Affairs.
- E. Shall serve as the Academic Representative for the AS and report changes in academic and/or administrative procedures on campus including information from the Academic Senate and any appropriate University committees to the GAC and the BOD.
- F. Shall represent the perspective of the student body in the area of academics and educational opportunities to the University and the AS.
- G. Shall be a representative and/or recommend designees to the AS President for appointment to the Academic Senate and their standing committees.
- H. Shall be the student representative or recommend a student designee to the University Curriculum Advisory Board.
- I. Shall be a representative or recommend a student designee to the Campus Fee Advisory Committee.

- J. Shall be a representative or recommend a student designee to any appropriate University Committee relating to University Affairs.
- K. Shall be the California Faculty Association (CFA) liaison.

Approved GAC: 5-6-91  
Approved BOD: 6-25-91  
Revision Approved GAC: 11/10/98  
Revision Approved BOD: 12/11/98  
Clean-up Changes: Summer 1999  
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Revisions Approved BOD: 5/23/03  
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Summer 2021 Cleanup