

## DUTIES FOR THE COLLEGE OF HUMANITIES AND FINE ARTS SENATOR

### I. NAME

This document shall be called Duties for the College of Humanities and Fine Arts Senator.

### II. AUTHORITY

These duties shall be established by the authority given in Article IX, Section 2. of the Restated Bylaws of 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 College of Humanities and Fine Arts Senator.

### IV. DATE OF EFFECTIVENESS

These duties shall be effective beginning the 2014-15 elected officer term, upon approval of the Government Affairs Committee (GAC) and the Board of Directors (BOD).

### V. AMENDMENTS

These duties may be amended by the College of Humanities and Fine Arts Senator, with the Director of Academic Affairs, or the AS President, with the 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 Associated Students of California State University, Chico.

B. Attendance shall be governed by the Attendance Policy for Elected Representatives.

### VII. DUTIES AND RESPONSIBILITIES

A. Shall be a voting member of the Student Academic Senate (SAS).

B. Shall actively participate in existing college council structures, and/or chair a council of representatives within that College, at minimum once per month.

C. Shall act as a representative of any and all students served by their College.

D. Shall be responsible for attending or relaying information regarding program changes, suspensions, discontinuations, and any other proposal put forth by their respective colleges at appropriate bodies, including, but not limited to, the SAS.

E. Shall be appointed as a representative on, at minimum, one University committee to which they will be appointed by the end of the add/drop period of the semester.

F. Shall keep five (5) office hours per week during their term of office.

G. Shall meet with the Dean of the College or designee, at minimum once per month.

H. Shall serve as a member of the Student Learning Fee (SLF) Committee of the College.

I. Shall attend the Fall welcome reception of the College if one is in place.

J. Shall communicate significant changes in the AS and other opportunities to students through a newsletter released timely at least once every month.

DUTIES FOR COLLEGE OF HUMANITIES AND FINE ARTS SENATORS

Page 2

- K. Shall participate in the peer-mentoring program facilitated by the Connection Coordinator.

Approved GAC: 2/24/14

Approved BOD: 2/24/14

Revisions Approved GAC: 9/11/17

Revisions Approved BOD: 10/4/17

Revisions Approved GAC: 10/7/20

Revisions Approved BOD: 10/28/20

Summer 2021 Cleanup

Revisions Approved GAC: 12/7/22

Revisions Approved BOD: 2/1/23

(effective beginning the 2023-24 elected representative term)

Summer 2023 Cleanup