

DUTIES FOR THE DIRECTOR OF ACADEMIC AFFAIRS

I. NAME

This document shall be called Duties for the Director of Academic 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 Academic 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 Academic 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 represent the perspective of the student body in the area of academics and educational opportunities to the University and the AS.
- B. Shall be a voting member and Chair of the Student Academic Senate (SAS).
- C. Shall be a voting member of the BOD and represent the SAS committee to the BOD.
- D. Shall be a voting member of the GAC. Shall be responsible for submitting concepts to the GAC to initiate reforms in the area of Academic Affairs.
- E. Shall be a representative and/or recommend designees to the AS President for appointment to the Academic Senate and their standing committees.
- F. 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.
- G. Shall be a representative or recommend a student designee to the Campus Fee Advisory Committee.
- 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 any appropriate University Committee relating to University Affairs.
- J. Shall be the California Faculty Association (CFA) liaison.
- K. Shall participate in the peer-mentoring program facilitated by the Connection Coordinator.

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
Revisions Approved GAC:	5/13/03
Revisions Approved BOD:	5/23/03
Revisions Approved GAC:	5/2/05
Revisions Approved BOD:	5/4/05
Revisions Approved GAC:	2/12/07
Revisions Approved BOD:	2/21/07
Revisions Approved GAC:	4/28/15
Revisions Approved BOD:	5/4/15
Revisions Approved GAC:	5/4/17
Revisions Approved BOD:	5/10/17
Revisions Approved GAC:	8/28/17
Revisions Approved BOD:	9/20/17
Revisions Approved GAC:	12/11/18
Revisions Approved BOD:	12/12/18
Summer 2021 Cleanup	
Revisions Approved GAC:	12/7/22
Revisions Approved BOD:	2/1/23 (effective beginning the 2023-24 elected representative term)
Revisions Approved GAC:	3/22/23
Revisions Approved BOD:	4/12/23 (effective beginning the 2023-24 elected representative term)