



Director of University Affairs

A checklist is provided for the items in this packet that need to be **emailed to AS Election Supervisor, Eliza Miller: Emiller27@csuchico.edu** no later than the deadline, **Noon, Monday, November 29, 2021.**

No late or incomplete applications will be accepted.
Packets must be turned in via Email to emiller27@csuchico.edu.

The Director of University Affairs is the chair of the Student Academic Senate, and a voting member of the Government Affairs Committee and the AS Board of Directors. This is a scholarship position and as such has minimum requirements including 10 office hours a week in addition to scheduled committee and council meetings as listed below. A full description of the Director of University Affairs position and requirements can be found [HERE](#), or at www.as.csuchico.edu, under "About Us." If you have any questions regarding the application process or the position, please contact Election Supervisor, Eliza Miller at Emiller27@csuchico.edu

BE SURE TO INCLUDE THE FOLLOWING DOCUMENTS:

- Completed & Signed Candidate Application**
- Completed & Signed Records Release**
- Signed Conditions of Eligibility Agreement**
- Signed Appointed Position Agreement**
- Attach your responses to both of the following supplementary questions:**
 - As Director of University Affairs, you oversee 7 senators (one from each college). What experience do you have organizing a group with many different needs? How would you go about it?
 - There are many different voices on the Board of Directors. How do you handle conflict in a group of leaders?

Are you available for weekly meetings on Wednesday, from 2:30pm – 4:00pm

Yes No

Please initial the following statement to indicate that you understand that this is a mandatory expectation of the position:

I understand that I must be available to attend the Winter Training on Saturday, January 29th, 2022. (Please initial _____)

**NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED
DEADLINE IS NOON, MONDAY, NOVEMBER 29, 2021
PACKETS MUST BE EMAILED TO EMILLER27@CSUCHICO.EDU**

CANDIDATE APPLICATION

POSITION SOUGHT: _____ Director of University Affairs _____

NAME: _____
(AS LISTED WITH THE UNIVERSITY REGISTRAR)

NAME: _____ **PRONOUNS:** _____
(PREFERRED NAME)

ADDRESS: _____

PHONE: _____ **E-MAIL ADDRESS:** _____

PORTAL ID # (LIST ALL ZEROS): _____

MAJOR: _____

GENERAL REQUIREMENTS:

*(Keep in mind that remedial class units **do** count towards total units)*

TOTAL COMPLETED UNITS on current transcript: _____
(includes units transferred from other institutions) (141 units is the maximum at time of filing)

TOTAL UNITS CURRENTLY ENROLLED AT CSU, Chico: _____

TOTAL UNITS COMPLETED AT CSU, Chico: _____

TOTAL SEMESTERS COMPLETED AT CSU, Chico: _____ **CUMULATIVE GPA:** _____

ANTICIPATED GRADUATION DATE: _____

CERTIFICATION

I certify that the above information is correct and verifiable, that I am a member of the Associated Students of California State University, Chico, that I meet the requirements for the above office as stated in the Bylaws of the Associated Students of California State University, Chico, that I am making reasonable progress toward an educational goal in order to meet requirements of the Board of Trustees, and that I place my name on file for the above stated office of my own free will.

Candidate's Signature

Date

RECORDS & INFORMATION RELEASE

Vacancy for Director of University Affairs

EDUCATIONAL RECORDS

I, the undersigned student, hereby authorize California State University, Chico to release the specified educational records and information in accordance with this FERPA Release:

**Records to Release: All Educational Records and Information
To: The Associated Students, Government Affairs Office**

I understand that if I am deemed eligible to file for and subsequently seek an elected position that this consent shall remain in effect until revoked by me in writing or until the end of my term of office.

Candidate's Portal ID (List All Zeros)

Candidate's Printed Name

Candidate's Signature

Date

Are you currently employed by the Associated Students?

Yes No

If yes, where? _____

Are you currently employed in an Associated Students Contract program (CLIC, CCLC, GSEC or the STAR Center)?

Yes No

If yes, where? _____

If appointed, I would like my pronouns included on my nametag:

Yes No

Polo/Shirt Size: _____

CONDITIONS OF ELIGIBILITY AGREEMENT

Per the eligibility requirements for the 2021-22 Elected Representatives, the following must be met by applicants:

For Executives, Directors, and Commissioners

(Article VIII, Section 2. of the Restated Bylaws of the Associated Students of California State University, Chico)

(a)The Student Directors shall possess at the time they file for and/or hold office the following minimum qualifications: (1) If enrolled as undergraduate students, they must be enrolled in and earn at least nine units of credit per semester while running for and/or holding office. They must have a 2.5 cumulative GPA and maintain a 2.3 campus GPA each semester in office; (2) undergraduate students shall have completed a minimum of 45 college class units but no more than 132 college class units at the time of filing, 12 of which shall have been earned at CSUC; (3) if enrolled as post-baccalaureate students, they must be enrolled in and earn at least six units of credit per semester, and be enrolled and making satisfactory progress in a degree program while running for and/or holding office. They also must have and maintain a post-baccalaureate minimum cumulative campus GPA of 3.0; (4) graduate students must have completed a minimum of six units earned at CSUC, but no more than 38 graduate class units overall at the time of filing. If undergraduate work was taken at CSU, Chico, those undergraduate units will count towards the six required units; (5) undergraduates and graduate students shall have been enrolled in and shall have completed at least one semester at CSUC immediately preceding that in which they file for and/or assume office and be enrolled as a student at CSUC for the semester immediately following such completed semester at the time they file for and/or assume office of the corporation; and, (6)neither shall they be on academic or disciplinary probation at any time during any semester in which they run for or hold office. In addition, the AS Vice President of Business and Finance shall possess such additional qualifications, if any, that may be determined from time to time by the Board. These may include, but not be limited to, the successful completion of undergraduate or graduate college classes in the subject areas of business, accounting, finance, economics, and law.

AS. Bylaws (Restated Constitution) page 5. The additional elected officers of the corporation (the "Commissioners") who serve on the Government Affairs Committee also shall possess all of the same qualifications of the Student Directors as listed above, including the requirement that they shall have completed and earned 12 college class units at CSUC if an undergraduate, or 6 if a graduate student, but they shall not be required (i) to have completed a minimum of 45 college class units or(ii)to have been enrolled in and completed at least one semester at CSUC immediately preceding that in which they file for and/or assume office. The Student Directors and Commissioners are sometimes referred to herein collectively as the "Elected Officers."

For College Senators

(Section VI, 2. Student Academic Senate Code)

One (1) student elected annually by the members of the AS from each of the seven (7) Academic Colleges, known henceforth as "Senators." Senators shall possess all of the same qualifications of Commissioners of the AS set forth in Article VIII., Section 2. of the Restated Bylaws of the AS, in addition to being a declared major in the college they represent.

You are NOT eligible if:

- You are a CSU student enrolled through Continuing Education – this includes taking classes through Open University
- You are a Butte College student

Signature

Date

APPOINTED POSITION AGREEMENT

Director of University Affairs

In consideration of declaring my application for a director position for the Associated Students (AS) of California State University, Chico and to qualify for and serve in such position if selected, and as both a condition to and as a continuing qualification of serving in such position I, _____,

1. Understand that my eligibility for the position I am seeking has been reviewed and confirmed. If appointed, I understand my eligibility will be reviewed several times during my term.
2. Have read and fully understand the Bylaws of the AS and particularly the provisions thereof dealing with the position which I seek and the obligations and duties thereof. (Bylaws available online at <http://as.csuchico.edu> under the "About Us" tab or a copy can be provided to you in BMU 220).
3. Have read and fully understand the statement of duties for the office and the codes and the policies of the AS applicable to such position. (Available online at www.as.csuchico.edu).
4. Agree that if I am appointed to the position, I shall fully and faithfully perform the duties of such position as set forth in the Bylaws and in the statement of duties for the position or as otherwise provided by law and adhere to all codes and policies of the AS and University applicable to such office or generally to directors, officers and senators of the AS.
5. Understand if I am serving in a Board of Directors position that during my term of Office as a BOD member, I may not be employed elsewhere by the Associated Students (AS).
6. Acknowledge and agree that should I fail or neglect to perform the duties of the position, I may be removed from the position and a vacancy in such position declared by the AS Board of Directors, as provided in the Bylaws.
7. Acknowledge and agree that should I fail or neglect to perform the duties of the position that the compensation for my position which I am otherwise entitled may be withheld or reduced by the AS Board of Directors, as provided in the Bylaws.
8. Agree that the acknowledgments and agreements set forth herein are a material consideration for the AS allowing me to file and campaign for an elected position and constitute both conditions precedent and conditions concurrent to and continuing qualifications of my serving in such position.

Executed at Chico, California on: _____, 2021

Candidate's Signature

(For Office Use Only)

ELIGIBILITY CERTIFICATION

In consideration of the foregoing acknowledgments and agreements, the Associated Students of California State University, Chico hereby agrees that the above applicant may be considered as an appointee for an elected position and serve in such position if selected so long as all eligibility conditions and qualifications remain satisfied.

Associated Students of California State University, Chico

Signature of AS Election Supervisor – Eliza Miller

Date

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 directors as outlined in Article VIII, Section 4 of the Restated Bylaws of the AS of CSUC.
- B. Attendance shall be governed by the Elected Officers' Attendance Policy.

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 Officer 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
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