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DOC 1984-01 Responsibilities of the Vice President of the Academic Senate

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PROPOSAL TO THE ACADEMIC SENATE

TITLE: Responsibilities of the Vice President of the Academic Senate

SUBMITTED BY: Executive Committee

DATE: September 7, 1984

Indicate the action required: Legislative, Concurrence, or Consultative, and refer to the appropriate reference in the Senate Constitution (Article IIB, 1, 2, 3).

ACTION IS: Procedural REFERENCE IS: _____

DESCRIPTION OF PROPOSAL: State objectives, rationale, and how proposal is to be implemented

ACADEMIC SENATE DOCUMENT -- DRAFT

OBJECTIVE

This proposal is intended to document the formal responsibilities of the Vice President of the Academic Senate.

RATIONALE

The officers of the Academic Senate are identified in section VI-C of the Constitution of the Academic Senate as the President, Vice President and Secretary. The responsibilities of the President and the Secretary are identified throughout the Constitution. For example, the President is responsible for calling and chairing regular meetings of the Academic Senate (V-A-1,3), calling meetings of the Executive Committee (VI-E-6), calling meetings of the entire faculty to discuss Senate action (III-B), and forwarding documents through the appropriate channels after Senate action (III-C-1,2). Likewise, the Secretary is responsible for recording Senate activity (III-A). However, responsibilities for the Vice President are never documented.

PROPOSAL

The responsibilities of the Vice President of the Academic Senate are:

1. In the absence of the President of the Academic Senate, the Vice President will call and chair meetings of the Executive Committee of the Academic Senate.
2. In the absence of the President of the Academic Senate and with the approval of the Executive Committee of the Academic Senate, the Vice President of the Academic Senate will call and chair meetings of the Academic Senate and forward documents through appropriate channels after Senate action.
3. The Vice President of the Academic Senate will attend the meetings of the President's Management Conference.
4. The Vice President of the Academic Senate may serve as liaison between the Senate, its committees, and other University Committees, Councils, and Boards.