



ACADEMIC SENATORS

Reports To: Chair of the Cal State LA Academic Senate

Advised by: ASI Vice President for Academic Governance and Executive Director

Formatted: Font: Bold

POSITION SUMMARY

The Academic Senate at Cal State LA fosters faculty participation in university policy making. The Senate is a representative body that acts for the faculty, provides for faculty planning and consideration in the development of policy, and ensures regular communication between faculty and administration in policy matters. With a belief in the principles of shared governance, six students are included in the Academic Senate as full voting Senators. Senators serve on sub-committees of the Academic Senate and may be called to represent the Senate on other University committees as well.

Student Senators are not members of ASI leadership but are allied with ASI through the Cabinet of Academic Senators and through regular meetings with the ASI Vice President for Academic Governance. Student Senators work with ASI to broaden the reach of advocacy efforts to ensure that students interests are represented to the highest levels of the University administration. ASI provides the Grant-in-aid scholarships for Student Senators as well as a budget for programming events and outreach opportunities for Senators to connect with the student body.

Additional information about the work and make-up of the Academic Senate is provided on the Senate website - <https://www.calstatela.edu/academicssenate>.

REQUIREMENTS

- One-on-one meetings with ASI Vice President for Academic Governance and advising meetings with ASI Executive Director (or designee)
- Minimum requirements for student leaders - <https://asicalstatela.org/get-involved/apply-position/basic-eligibility-requirements>
- Are not allowed to participate in study abroad during their term and cannot be unreachable by phone or email for more than 10 working days at a time
- Submit a state of affairs report to the BOD in accordance each semester to document their work as a Senator
- Student Senator duties begin August 1, with training occurring just before the start of the fall semester. Academic Senate and the sub-committees only meet during the academic year (Fall and Spring semesters).
- Student Senators must check email daily and be reachable by phone during business hours throughout their term in office.

Deleted: 1

Deleted: week

Deleted: with the Code of Procedures

Deleted: ASI officer duties begin June 1 and requires attendance at meetings and training throughout the summer

Deleted: <#>Hold regular office hours to be available for the student body to meet and express concerns¶
Complete 2 engagement hours each week by attending events, tabling, or collaborating with clubs and departments¶

Formatted: Font: (Default) Avenir Next LT Pro

Deleted: June

Deleted: Student Senators must check email daily and be reachable by phone during business hours throughout their term in office.

Deleted: ¶
¶

TERM

The term in office is one academic year beginning August 1 and ending May 31. Student leaders are expected to be available throughout the summer for required training and preparation for the year.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to meeting and maintaining Cal State LA academic standards, the following reflects ASI's definition of essential functions for this position. This does not restrict the tasks that may be assigned



or expected, as ASI's Board of Directors may delegate additional duties and responsibilities at any time, due to reasonable accommodation or refocus.

- All voting members of the Academic Senate and of its standing committees and subcommittees, both faculty and students, are expected to attend meetings regularly in order to fulfill the commitments of membership. If any voting members are absent from three consecutive meetings, they shall be replaced unless they are on approved leave or off campus for university related business. (Senate Handbook)
- Attend all Academic Senate meetings, which are held every other week for two hours
- **Submit a state of affairs report to the ASI BOD each semester that documents the accomplishments of the individual Senator.**
- Actively seek the opinions, needs, and desires of their constituents (e.g., through college council meetings, interactive forums, other programs, surveys, and one-on-one conversations).
- Maintain strong communication and build relationships with the college dean and/or associate deans, department chairs, and faculty to advocate for student needs.
- Assess and maintain an archive of the constituents' opinions, needs, desires, as well as the college's goals and challenges for the year. This report should be presented along with the State of Affairs report.
- Present to CAS measures which might serve to resolve student-related problems encountered by their constituents regarding instruction, curriculum, or academic policy.
- Attend outreach events to publicize Senator programs and gather feedback from students on academic issues
- Perform any other responsibilities that may be delegated by the Academic Senate.
- A notation is made on the permanent record of every student member of an academic governance body for participation in academic governance, provided that the student so recognized has maintained a minimum of 70 percent attendance during each such appointment. Participation in academic governance is defined as membership in any recognized university, college, or department/division/school committee; college assembly; or the Academic Senate, its four standing committees, their subcommittees, or any ad hoc committee established by the Senate or the President.
- Additional information on the Academic Senate may be found in the Senate Handbook - <https://www.calstatela.edu/academicsenate/handbook/ch2toc>

Formatted: Highlight

COMMITTEE INVOLVEMENT

- Serve as a voting member of the Academic Senate.
- Serve on two (2) sub committees of the Academic Senate
- Attend and serve as a voting member of the Cabinet of Academic Senators and Shared Governance Committee

Deleted: Attend

Deleted: all

Deleted: meetings and serve as a voting member

SKILLS AND ABILITIES

- Commitment to excellence and high standards
- Excellent written and oral communication skills

Deleted: <#>Serve on ASI Legislative Affairs and Strategic Planning Committees (one Senator needed)¶



ASSOCIATED STUDENTS, INC.
5154 STATE UNIVERSITY DRIVE, ROOM 203
LOS ANGELES, CA 90032

- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Demonstrated ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Ability to handle multiple projects and meet deadlines
- Creative, flexible, and innovative team player
- Ability to work on complex projects with general direction and minimal guidance
- Working knowledge and understanding of ASI policies and bylaws

GRANT IN AID

All elected and appointed ASI student leaders receive a type of scholarship called the Grant in Aid (GIA). The GIA payments are distributed on a set schedule each semester. To earn the full GIA payment, student leaders are required to submit bi-weekly reports of their accomplishments and activities pertaining to their position. Failure to turn in bi-weekly reports results in a deduction of the GIA payment.