



## Senate Executive Committee: Duties Guide

Last updated: April 12, 2023

This guide includes the various duties associated with each position in the Cal State LA Academic Senate Executive Committee. Please note that this is more expansive than what is included in policy, as it also represents the day-to-day practices conducted to support the Executive Committee and the Academic Senate.

The positions include:

- [Academic Senate Chair](#)
- [Academic Senate Vice Chair](#)
- [Academic Senate Secretary](#)
- [Senate Executive At-Large Members](#)

Duties performed by [all members of the Senate Executive Committee](#) are also delineated at the end.

### Academic Senate Chair (not exhaustive)

2022-2023: 18 units annually<sup>1</sup>

- Presides over meetings of the Academic Senate
- Sets the agenda for the Senate Executive Committee meetings
- Presides over meetings of the Senate Executive Committee
- Familiarizes themselves with Roberts Rules and works with Senate parliamentarian to ensure Senate meetings remain in order and inclusive of all Senators
- Attends all Academic Senate meetings
- Attends all Senate Executive Committee meetings
- With the Senate office, invites speakers to Senate Executive committee meetings and/or to Academic Senate meetings to share information, answer questions, and for shared decision-making
- Refers matters to appropriate committees (standing or sub) of the Academic Senate via memo and/or email on behalf of the Senate Executive Committee
- “Represents the faculty and serves as the voice of the faculty”
- Attends regular one-on-one meetings with the campus President and the campus Provost
- Interviews finalists for MPP searches
- Prepares and conducts Academic Senate orientations for ASI Senators, and for the Academic Senate body (“Senate 101”)
- Prepares and delivers remarks during campus Convocation and Commencement

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<sup>1</sup> All unit references are based on total Academic Senate units provided via current agreement with the Provost’s office. This is subject to change annually.

- Reviews and revises Senate procedural logistics (based on meeting modality and changes in leadership) in consultation with Senate officers and Senate office staff
- Participates in New Faculty Orientation
- Convenes several committees, including but not limited to the standing committees organizational meetings, the Outstanding Professor Awards committee, the External Awards Nominating Committee, University Honors and Commencement Committee, etc., as well as participating in the convening of key administrative search committees
- Coordinates, with Senate office, the nomination-election-announcement process of faculty participants in administrative search committees
- Participates on several campus administrative committees, task forces, and boards as an *ex officio* member, including but not limited to the ATI Steering Committee; Community Care Council; Cal State LA Foundation Board and one of its committees; UAS Board of Directors; GI 2025 – Student Success and Equity Consultative Group; etc.
- Participates as *ex officio* member on Presidential committees/task forces/etc. as advised
- Attends the final IRA approval meeting as an *ex officio* participant
- Meets with any and all constituents and constituencies on campus, including but not limited to ASI, faculty and faculty groups, CFA, staff, committee/subcommittee meetings as a time-certain, campus centers, campus deans, executive administrators, emeriti faculty, and anyone requesting a chat
- Performs additional duties as needed based on current events in the CSU system and on campus
  - Some examples from 2022-2023 (not exhaustive): Writing the justification and attending meetings and trainings for a new campus voting system; coordinating with Faculty Affairs and the Senate office to set up the entire OPA/PDP/OLA review process in Interfolio; assigning iClicker Cloud Senate voting accounts and updating the process as needed for updating accounts; researching and communicating about AB 928 and Cal-GETC; coordinating with Cozen O’Connor, attending and facilitating meetings, and participating on the report Implementation Team on the CSU systemwide Title IX and DHR crises; participating on the Cal State LA presidential search advisory committee; researching and communicating about the CSU Compact; assisting in Senate office responsibilities where possible while Senate office remained at 50% staff
- **NOTE:** The Academic Senate Chair may **NOT** chair a standing committee or subcommittee of the Academic Senate, due to conflict of interest

## Academic Senate Vice Chair

### 2022-2023: 6 units annually

- Presides over meetings of the Academic Senate when the Chair is absent and during meetings of the whole
- Presides over meetings of the Senate Executive Committee when the Chair is absent
- Works closely with the Chair to ensure continuity when the Vice Chair steps in for the Chair
- Familiarizes themselves with Roberts Rules and works with Senate parliamentarian to ensure Senate meetings remain in order and inclusive of all Senators
- Attends all Academic Senate meetings
- Attends all Senate Executive Committee meetings

- Serves as the Senate Executive liaison to the Nominations Committee
- Attends all Nominations Committee meetings
- Provides written and/or oral reports of Nominations Committee meeting activities as they apply to Executive Committee needs
- Interviews finalists for MPP searches
- Attends the final IRA approval meeting as an *ex officio* participant
- Performs other duties as assigned by the Chair and by the Executive Committee
- **NOTE:** The Academic Senate Vice Chair may **NOT** chair a standing committee or subcommittee of the Academic Senate, due to conflict of interest

## Academic Senate Secretary

2022-2023: 6 units annually

- Runs the electronic voting system during Senate meetings
- Displays and records the overall voting results during Senate meetings
- Displays all policies and resolutions being debated on the Senate floor
- Edits all policies and resolutions based on motions moved and approved on the Senate floor
- Works with the Senate office to ensure Senate minutes are representative of the meeting activities
- Works with the Senate office to ensure Senate Executive committee minutes are representative of the meeting activities
- Presides over meetings of the Academic Senate when the Chair and Vice Chair are absent and during certain meetings of the whole
- Presides over meetings of the Senate Executive Committee when the Chair and Vice Chair are absent
- Works closely with the Chair to ensure continuity and the smooth running of Senate meetings
- Attends all Academic Senate meetings
- Attends all Senate Executive Committee meetings
- Serves as the Senate Executive liaison to a standing committee of the Academic Senate
- Attends all meetings of their assigned-to-liaise standing committee
- Provides a written and/or oral report of the proceedings of their assigned-to-liaise standing committee as they apply to Executive Committee needs
- Interviews finalists for MPP searches
- Performs other duties as assigned by the Chair and by the Executive Committee
- **NOTE:** The Academic Senate Secretary may **NOT** chair a standing committee or subcommittee of the Academic Senate, due to conflict of interest

## Senate Executive At-Large Members

2022-2023: 3 units annually

Each member:

- Attends all Academic Senate meetings
- Attends all Senate Executive Committee meetings

- Serves as the Senate Executive Committee’s liaison to a standing committee of the Academic Senate
- Attends all meetings of their assigned-to-liaise standing committee
- Provides a written and/or oral report of the proceedings of their assigned-to-liaise standing committee as they apply to Executive Committee needs
- Performs other duties as assigned by the Chair and by the Executive Committee
- **NOTE:** Senate Executive At-Large Members may **NOT** chair the same standing committee that they attend as liaison, due to conflict of interest and inequitable unit load

## The Senate Executive Committee as a whole

- Approves policies and resolutions developed by the Senate Executive Committee for the Academic Senate agenda
- Reviews policies and resolutions from standing committees, subcommittees, and Senators to ensure they are “Senate-ready” for the Academic Senate agenda
- Approves the agenda for each Senate meeting
- Requests speakers be invited to Senate Executive committee meetings and/or to Academic Senate meetings to share information, answer questions, and for shared decision-making
- Participates in consultation with administration on appointments to administrative positions as specified in policy
- Acts on behalf of the Academic Senate in the event of emergencies and when the Senate cannot reach quorum (e.g., during break periods)

Refers matters to appropriate committees (standing or sub) of the Academic Senate