

# University of Saskatchewan Students' Union

## Position Profile

<b>Role:</b>	Vice-President (Academic Affairs)
<b>Reporting to:</b>	President
<b>Liases To:</b>	Academic Affairs Committee University Administration Other Executive Members University of Saskatchewan Students

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### ***Position Summary:***

The Vice-President (Academic Affairs) is an elected position responsible for academic advocacy on behalf of the students. The VP Academic Affairs acts as a liaison with the University's Senior Administration and University Council. They are responsible for dealing with student grievances, academic appeals, curriculum issues and student computing. This individual chairs the Academic Affairs Committee and is vice-chair of the Student Affairs Committee.

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### ***Qualifications:***

#### ***Education:***

- Must be a current undergraduate student at the University of Saskatchewan
  - Grades and tuition must remain in good standing
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### ***Key Accountabilities:***

- Report and make recommendations to Academic Affairs Committee
- Report to USC on Academic Affairs Committee meeting minutes
- Ensure students receive proper information and guidance when faced with an academic issue
- Hold regular office hours
- Follow the Executive Protocol Policy

### ***Key Responsibilities:***

- Coordinate and chair Academic Affairs Committee meetings periodically
- Attend University Students' Council (USC) meetings
- Report Academic Affairs Committee minutes at USC meetings
- Hold regular meetings with the Administrative and Governance Assistant, as needed
- Oversee Experience in Excellence Awards and coordinate teaching evaluations with Administrative and Governance Assistant

- Sit as a member of hiring committees, as needed, for various employee and management interviews
  - Attend annual USSU Retreat and Executive Transition
  - Attend weekly meetings:
    - Executive Committee
    - University Students' Council
  - Attend monthly meetings:
    - Academic Affairs Committee
    - Student Affairs Committee
    - Student Forum Executive Committee
    - Student Forum
    - University Council
    - University Council Committees including but not limited to: Academic Programs Committee, Teaching, Learning, and Academic Resources Committee, Scholarships and Awards Committee, Research, Scholarly & Artistic Works Committee and related subcommittees
    - Copyright Advisory Committee
    - USSU Staff Meeting
  - Attend periodic meetings:
    - Senior University Administrator Search/Review Committees
    - University level Academic Appeals
  - Review Academic Support Site and Tutor Registry regularly to ensure information is accurate and up to date
  - Meet with students with academic concerns (i.e. grievances, questions, etc.)
  - Address academic issues with the Library and with student computing
  - Support and develop student-focused academic initiatives such as Academic Integrity Week and Undergraduate Project Symposium
  - Advocate on issues around University academic policies
  - Attend Student Leadership Conference(s)
  - Attend monthly President's Breakfast Meeting
  - Attend meetings of the Association of Constituency Presidents
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*Last Updated: April 26, 2019*