University of Saskatchewan Students’ Union
Position Profile

Role: Vice-President Academic Affairs

Reporting to: President

Liases with: Academic Relations Committee
             University Administration
             Other Executive Members
             University of Saskatchewan Students
             USSU Senior Management

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.

Qualifications:
Education:
  ● Must be a current undergraduate student at the University of Saskatchewan
  ● Grades and tuition must remain in good standing

Key Accountabilities:
  ● Report and make recommendations to Academic Relations Committee
  ● Report to USC on Academic Relations Committee meeting minutes
  ● Ensure students receive proper information and guidance when faced with academic grievances
  ● Hold regular office hours
  ● Follow the Executive Protocol Policy and Executive Terms of Employment Policy
Key Responsibilities:

Responsibility Relating to University/Institutional Obligations

- 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; and
  - Senior University Administrator Search/Review Committees
- University level Academic Appeals
- Attend monthly President’s Breakfast Meeting

Responsibilities Relating to USSU Governance and Executive Membership

- Coordinate and chair Academic Relations Committee
- Attend University Students’ Council (USC) meetings
- Report Academic Affairs Committee minutes at USC meetings
- Hold regular meetings with the Academic and Governance Assistant, as needed
- Oversee Experience in Excellence Awards and coordinate teaching evaluations with Academic and Governance Assistant
- Sit as a member of hiring committees, as needed, for various employee and management interviews
- Review Academic Support Site and Tutor Registry regularly to ensure information is accurate and up to date
- Attend annual USSU Retreat and Executive Transition
- Executive Committee meetings

Responsibilities Relating to Students Academic Affairs

- Meet with students with academic concerns
- 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
- Attend meetings of the Association of Constituency Presidents

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