

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
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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
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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; and

- Senior University Administrator Search/Review Committees
- The VP Academic Affairs is to consult with the Executive before joining additional committees other than above.
- University level Academic Appeals
- Attend regular meetings with Usask Administration
 - President's Executive Committee (PEC)
 - Provost, Vice-Provost, Deputy Provost, and other appropriate administrators.
- Contribute to university working groups and search committees relating to the VP Student Affairs portfolio
- Attend University Orientation, Indigenous Student Orientation, International Student Orientation, and other student orientations as decided by the Executive Committee.

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
- Liaise with the USask Library in regards to the University of Saskatchewan Tutoring Network.
- 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
- Address student concerns regarding Access and Equity Services, Exam Accommodations, Grievances, and Faculty concerns.

Last Updated: March 27, 2023