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; 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*