



## Position Profile

**Role:** Vice-President Academic Affairs

### Reporting to:

- University Students' Council
- USSU Executive Committee

### Liases with:

- University of Saskatchewan Students
- Academic Relations Committee
- University Administration
- Executive Members
- University of Saskatchewan Students
- University Community
- USSU Senior Management

### Position Summary:

The Vice-President Academic Affairs is an elected position responsible for academic advocacy on behalf of students. The VP Academic Affairs acts as a liaison with the University's Administration, University Council, and University Faculty and Staff. They are responsible for handling student grievances, academic appeals, curriculum issues, and pedagogical and academic concerns.

### 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:**

### *Responsibilities Relating to University Obligations*

- University Council.
- University Council Committees and subcommittees, 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.
  - Senior University Administrator Search/Review Committees.
  - The VP Academic Affairs is to consult with the Executive before joining additional committees.
- University and College Academic Appeals.
- Research Advisory Committee.
- Attend regular meetings with Usask Administration as well as the student constituency academic executives.
  - President's Executive Committee.
  - Provost, Vice-Provost, Deputy Provost, Associate Dean of Academics, and other appropriate administrators.
- Contribute to university working groups and search committees relating to the VP Academic Affairs portfolio.
- Attend university student events related to academic and community affairs.
- Attend University Orientations.

### *Responsibilities Relating to USSU Governance and Executive Membership*

- Coordinate and chair the Academic Relations Committee.
- Attend University Students' Council.
- Attend the USSU Annual General Meeting and any Special General Meeting.
- Report Academic Affairs Committee minutes at USC meetings.
- Hold regular meetings with the Academic & Governance Assistant, as needed.
- Oversee the coordination of teaching evaluations with the Academic & Governance Assistant.
- Sit as a member of hiring committees, as needed, for various employee and management interviews.
- Attend Executive Committee meetings.
- Have a consistent presence at the USSU Centres.

### *Responsibilities Relating to Academic Affairs*

- Meet with students with academic concerns or grievances.
- Support and develop student-focused academic initiatives such as Academic Awareness Week and USSU Undergraduate Symposium.
- Advocate on issues concerning university academic policies.
- Attend meetings of the Association of Constituency Presidents.

- Liaise with Student and Academic Affairs Offices, Academic Advisors, Student Affairs and Outreach, Access and Equity Services, Grievances, and Faculty grievances.

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