USUSA Graduate Studies Senator

The role of the Utah State University Student Association (USUSA) Executive Council is to enhance the quality of student life through: academics, activities, student concerns, public relations, service, athletics, clubs, organizations and cultural events. This is accomplished by college, extension, graduate, and legislative student representation.

The role of the Utah State University Student Association (USUSA) Academic Senate is to enhance the quality of Academic life for the students of Utah State University. This will be accomplished through legislation initiated from the Academic Senate and through direct advocating to University Administration, College Deans and College Administration.

I. Duties:

1. Work as the primary liaison between graduate students, their department, the School of Graduate Studies, USUSA Executive Council and Academic Senate.
2. Coordinate all legislation which arises from the USUSA Academic Senate and the USUSA Executive Council in a timely and fashionable manner such that duplication of effort and/or intent, between both bodies, is avoided.
3. Coordinate all appointments of graduate students to University and Faculty Senate Committees (refer to committees list for more information).
4. During the week of elections, the USUSA Graduate Studies Senator will be the financial auditor for candidates running for that same position. In case of the officer re-running for the same position, a member of the elections committee will be the auditor.
5. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
6. Officer will ensure that every member of their council or committee be Upstander trained during the fall semester of the academic year.
7. Officer will ensure that every member of their council or committee receive the opportunity to be QPR trained through an office sponsored training during the fall semester of the academic year.
8. Officer will ensure during the fall semester that every compensated member of their council or committee will receive the Student Leader Diversity Training (or for uncompensated council/committee members, they will be given the opportunity to receive said training) through the USUSA Organizations and Campus Diversity VP.
9. It is the responsibility of the senator to advocate for the concerns and interests of their unique constituency. When appropriate, this includes but is not limited to escalating these concerns to the following bodies: the Dean and college administration, the USUSA Student Advocate VP and other members of Executive Council, the Office of Student Affairs, and (if proven necessary) the Office of the President of the University.
II. Programs Sponsored:

1. **Graduate Studies Director:**
   The director shall be responsible for:
   a. Setting goals and implementing specific actions based upon the directives of the Graduate Studies Senator, and the School of Graduate Studies.
   b. Communicating these directives, goals, and actions to the graduate student body and graduate student council, university administrators, university faculty and the community at large.
   c. Act as the presiding President and chairperson for the Graduate Student Council (see section 2).
   d. Making reports to the Graduate Studies Senator on progress toward achieving these directives.
   e. Meeting with the Graduate Studies Senator on a bi-monthly basis or as required, to keep current on the status of Graduate projects.
   f. The Graduate Director shall serve a twelve-month term, which begins at the USUSA Inauguration at the end of Spring Term. No limit shall be set on the number of terms a full-time, registered, matriculated graduate student may serve.

2. **Graduate Student Council**
   a. The role of the Graduate Student Council is to ensure that graduate students from each academic college have adequate representation. The Graduate Student Council will meet to discuss possible problems students are facing and solutions that might follow. The Graduate Studies Director acts as the chairperson while the Graduate Studies Senator acts as a committee member and primary liaison to university administration to help carry out initiatives. The structure and procedure of the council is outlined below:
   1. The Graduate Student Council will consist of one graduate student from each college appointed through a collaborative effort between the Graduate Studies Senator and the college’s respective Senator. This appointment shall take place immediately following the USUSA elections and the term shall last for one calendar year.
   2. The Graduate Student Council will meet once prior to the ending of the semester the Graduate Studies Senator is elected. Following this, the council should meet at minimum, once a month, during both the Fall and Spring semesters.
   3. The Graduate Studies Director will appoint one member of the Graduate Student Council to sit on the Empowering Teaching Excellence (ETE) Committee for both the Fall and Spring semesters. This committee is focused on providing programs that will provide support for graduate instructors to improve teaching. The appointed graduate student representative will contact the ETE center at the beginning of Fall semester about the committee’s meeting time.
   4. The Graduate Studies Senator will report on the goals and initiatives of the Graduate Student Council to the Academic Senate, Executive Council, the Graduate Council, and the Student Involvement and Leadership Center advisers.
3. **Mental Health Week**
   a. Mental health week is a student-led effort that must address two primary goals: 1) increase awareness of student mental health problems and 2) increase access to resources for student mental health problems.
   b. The Graduate Studies Senator will be tasked with the responsibility of planning, organizing, and carrying out specific programming in the structure of a ‘mental health week’ to reach the two aforementioned goals.
      1. The Graduate Studies Senator will form a committee called “Mental Health Week Committee” to help carry out the goals of mental health week that will consist of, but not be limited to, the following USUSA Officers: USUSA Student Body President, USUSA Executive Vice President, USUSA Student Advocate VP, USUSA Student Events VP, and at least two USUSA Academic Senators.
      2. The Graduate Studies Senator will manage the Mental Health finance account in partnership with the Student Involvement and Leadership advisers to carry out the mental health week programming.

4. **Graduate Enhancement Award**
   a. The purpose of this award is to support outstanding graduate students at USU who have consistently shown a track record of excellence. The awards are granted to students that show a history of using knowledge gained through educational opportunities to contribute to Utah State University campus, to local and national communities, and to their professional field to foster lasting change.
   b. The Graduate Enhancement Award application and award process will be led by the Graduate Studies Director with oversight from the Graduate Studies Senator and the Student Involvement and Leadership Center.
   c. The enhancement award application should be started in January and the winners should be announced before the start of next term of graduate studies senator.

5. **Graduate Research and Collaborative Opportunities Grant (GRCO)**
   a. GRCO, funded by the Student Involvement and Leadership Center, was established in 2017 to support worthy independent student projects that advance a student’s professional development and contributes to the scientific community. The grants are awarded to high quality projects (for more information regarding the GRCO process, refer to ASB 2017-02; ECB 2017-03).
   b. The Graduate Studies Senator will work in conjunction with the Office of Research, specifically the Associate Vice President of Research, to collect, review, and declare recipients of this award.
   c. The graduate studies senator should start the application process for GRCO during summer and announce the winners before the start of fall semester so that the students have almost 1 full academic year to use the funds.
   d. The graduate studies senator should make sure to collect final project reports of all the winners before the end of spring semester except if winners are given extensions for report submission.
III. Committee Assignments:

1. Curriculum Subcommittee
2. Educational Policies Committee
3. Faculty Evaluation Committee
4. Faculty Senate
5. Graduate Council
6. Stater’s Council
7. Student Health Advisory Council (Chair)
8. University Student Fee Board (USFB)
9. USUSA Academic Senate
10. USUSA Ad Hoc Committee Assignments
11. USUSA Executive Council
12. USUSA Graduate Enhancement Award Committee
13. USUSA Graduate Research and Collaborative Opportunities Grant
14. USUSA Graduate Travel Award Committee
15. USUSA Health Administrative Fee Committee (Chair)
16. USUSA Diversity Cabinet
17. Graduate Instructor of the Year, Robins Award Selection Committee (Chair)
18. Graduate Researcher of the Year (Master’s Student), Robins Award Selection Committee (Chair)
19. Graduate Researcher of the Year (Ph.D Student), Robins Award Selection Committee (Chair)
20. Mental Health Week Committee (Chair)
21. Graduate Program Coordinator Meeting (Visitor)
22. Research Council (Visitor)
23. Library Advisory Council Meeting
24. Graduate Student Council
25. Student Life Advisory Council
26. Calendar Committee
27. Capitol and Support Fund Committee
28. Tier II Tuition Committee
29. Students as Parents Advisory Committee

IV. Time Expectations:

1. Officers will complete at least 2 hours daily in assigned office, for 10 hours a week unless approved by two SILC advisors and the USUSA Student Body President by 2/3 majority.
2. Officer will complete 1 info booth hour weekly.
3. Officer will respond to all assigned myVoice submissions weekly.

I hereby agree that I fully understand my charter and accept full responsibility for my duties as the USUSA Graduate Senator.

Printed Name: 

Signed: 

Date: _____________________