COLLEGE OF HUMANITIES AND SOCIAL SCIENCES SENATOR

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.

Charter

The main purpose of the College of Humanities and Social Sciences (hereafter “CHaSS”) Senator (hereafter, “the senator”) is to represent the students in the CHaSS. Various responsibilities, both outlined in this charter and otherwise, are imposed upon or will be expected from the senator by University and CHaSS groups; but these matters, if not directly related to CHaSS students, should be considered secondary in importance.

I. Duties:

1. The senator shall serve as a member of the USUSA Academic Senate and any appropriate committee or sub-committee.

2. The senator shall actively participate in weekly Academic Senate meetings, which will include, but not be limited to:
   a. Discuss current USUSA Legislation
   b. Discuss progress of senator’s legislation priorities
   c. Discuss constituent concerns and issues

3. The senator shall meet with the Dean of their college by means such as the Dean advises and as often as is needed to keep abreast of college issues and to update the Dean on your initiatives.

4. The CHaSS senator can attend Department Head meetings at least once per month.
   a. Discuss academic issues, student concerns, and keep abreast of college administration/faculty issues.
   b. Report on CHaSS Council progress

5. He/she shall create and oversee CHaSS Council.

6. The Senator is responsible for understanding all university student services and how they can benefit the students within the college, and distributing said knowledge throughout the student body of the college.

7. The Senator shall work with the Administrative Advisor of the College Ambassadors to help to include the Ambassadors and their knowledge and services into the CHaSS Council’s initiatives.

8. The Senator shall periodically attend the meetings of the College ambassadors to aid better communication between the Senator and the ambassadors.

9. The Senator shall act as an academic ombudsman for the students within the college. The Senator will work with college administration and faculty, in behalf of the student, to achieve a just solution to problems.

10. The Senator shall organize opportunities to promote college unity and improve cooperation and communication among the various departments whether it be through the organization of a CHaSS week, or by any other means.
11. The Senator shall appoint a representative from CHaSS to sit on the Blue Goes Green grant selection committee.

12. The CHaSS Senator shall provide training for the facilitation of a smooth transition for the newly elected senator.

13. He/she shall actively participate in any new senator retreat/workshop put on at the end of Spring Semester.

14. He/she shall prepare a year-end report of College Council program and issues.

15. He/she shall meet regularly with the newly elected Senator to ensure a proper transition and shall provide materials helpful to the new senator.

16. During the week of elections, the USUSA CHaSS 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.

17. Officer will adhere to university, divisional and departmental fiscal policies and procedures.

18. QPR Training- Officer will ensure that every member of their council or committee be QPR trained during the fall semester of the academic year.

19. The Senator shall meet Fall Semester with the financial officer within Business Services responsible for their college finances. The purpose of the meeting should be to discuss the use of course fees and/or differential tuition within their college. The financial officer within business services has access to how all of these funds were used within the college. A meeting enables the senator to advocate for proper use of funds and alerts the senator to take action should funds be mismanaged.

II. Programs Sponsored:

1. **CHaSS Council**: The council shall discuss current USUSA Academic Senate and Executive Council legislation. The council will discuss senate legislative priorities and work on council initiatives. The senator and the council shall develop and/or advance academic programs that promote the college and provide college-specific opportunities for the students. The council shall be a committee consisting of, but not limited to, the following positions:
   1. Council President
   2. Administrative Assistant
   3. Public Relations Vice President
   4. Programming Vice President
      a. CHaSS Week Director
      b. Student Opportunity Fund Director
   5. Clubs and Honor Societies Director
   6. Graduate Student Chair/Graduates Student VP- The officer will appoint at least one graduate student in collaboration with the Graduate Studies Senator to their respective college council. This student will act as the liaison between the Graduate Student Council and their respective college council and administration.

III. Committee Assignments:

1. **USUSA Academic Senate**
2. USUSAEC or AS Ad Hoc Committee Assignments
3. Academic Opportunity Fund Committee
4. USUSA Classroom Improvement Committee
5. USUSA Sophomore Scholarship Committee
6. University Student Fee Board (USFB)
7. Library Fee Committee (Chair)
8. Selected Search Committees
9. Undergraduate Research Committee
10. Library Advisory Council
11. Open Educational Resources Committee
12. Student Library Advisory Board (SLAB)

IV. Time Expectations:
   1. Officer 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 complete at least 10 myVoice concerns weekly.

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

Printed Name:____________________________

Signed:______________________________

Date:________________________