USUSA POSITION DESCRIPTION

USUSA School of Graduate Studies Senator

Overview
Utah State University Student Association (USUSA) is established for the betterment of each student’s academic experience, student life, and the University community by providing academic representation, uplifting activities, and ensuring a voice in addressing the reasonable needs and wants of their constituents and stakeholders to the administration.

All officers must adhere to the USUSA Inclusion Statement which reads:

“You belong here. The Utah State University Student Association includes every USU student — we support the principles of diversity, equity, and inclusion. Demonstrating our commitment to these principles, we support and advocate for every student regardless of race, ethnicity, nationality, sex, gender identity and expression, sexual orientation, age, disability, religion, language, worldview, education, socioeconomic background, family structure, veteran status, and other identities and backgrounds. We condemn and stand up against social injustice in all forms. Our commitment to building a more inclusive environment in our organizations, events, campuses, and communities is ongoing — each of us has a role to play in realizing this vision.”

Required Trainings
1. USUSA Officer Canvas Course
2. Upstander/Title IX
3. Utah Leadership Academy (strongly encouraged)

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

Duties & Oversight

a. The senator shall work as the primary liaison between graduate students, their department, the School of Graduate Studies, and USUSA Academic Senate.

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

c. The senator shall have the opportunity to run for the position of Senator Pro Tempore and act on behalf of the Academic Senate as a member of USUSA Executive Council.

d. The senator shall actively participate in weekly Academic Senate meetings that will include, but are not limited to:
a. Discussion of current USUSA Legislation
b. Discussion of progress of senator’s legislative priorities
c. Discussion of college concerns and issues
e. The senator shall work as the primary liaison between graduate students, their department, the School of Graduate Studies, and USUSA Academic Senate.
f. The senator shall meet with the Dean of the School of Graduate Studies on a monthly basis to:
   a. Discuss college concerns, issues, and current events related to the College. Including, but not limited to, graduate student concerns, Grad Council events or other related topics.
   b. Report on Grad Student Council progress and upcoming events.

3. Council Training: Officer will ensure that every member of their council or committee have the opportunity to be trained on suicide prevention, Upstander/Title IX, and diversity & inclusion during the fall semester of the academic year.

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

5. During the week of elections, the USUSA Grad 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.

6. The Grad Senator shall provide training for and facilitate a smooth transition for the newly elected senator.

7. The senator shall participate in joint meetings with the newly elected senator in meeting with the Dean, Grad Council, etc. and shall ensure a proper transition by providing material helpful to the new senator no later than one month after the new senator is elected.

8. 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.

9. **School of Graduate Studies Student Council:** The role of the Graduate Student Council is to ensure that graduate students from each academic college and statewide campus has adequate representation. The Graduate Student Council will meet to discuss possible problems grad 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:
   a. 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.
   b. 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.
   c. 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.
d. 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.

10. **Graduate Enhancement Award**: 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.
   a. 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.
   b. 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.

11. **Graduate Research and Collaborative Opportunities Grant (GRCO)**: This award is 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).
   a. 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.
   b. 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 one full academic year to use the funds.
   c. 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.

**Committee Assignments**
1. USUSA Academic Senate
2. University Student Fee Board
3. Academic Opportunity Fund Allocation Committee
4. Faculty Senate
5. Student Health Advisory Council (Chair)
6. Graduate Council
7. Curriculum Subcommittee
8. Educational Policies Committee
9. USUSA Graduate Enhancement Award Committee
10. USUSA Graduate Research and Collaborative Opportunities Grant
11. Aggies Think, Care, Act, Committee
12. Graduate Researcher of the Year (Master’s Student), Robins Award Selection Committee (Chair)
13. Graduate Researcher of the Year (Doctoral Student), Robins Award Selection Committee (Chair)
14. Mental Health Week Committee
15. Selected Search Committees
16. USUSA Ad Hoc Committee Assignments
17. USUSA Administrative Fee Committee
18. Tuition Review Committee or Facility Enhancement Committee, as assigned by the Executive Vice President
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. Attend all mandatory retreats, trainings and events.
3. Officer will respond to all assigned myVoice submissions weekly.

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA School of Graduate Studies Academic Senator. I understand that failure to fulfill these responsibilities may result in disciplinary action as outlined in Article III Section 6 of the USUSA Constitution.

Printed Name: _______________________________

Signed: _________________________________

Date: _________________________________