

Academic Senate President Responsibilities

Basic Duties of the President are outlined [Academic Senate's Bylaws](#). Additional duties subject to change based on annual tasks and time afforded by re-assigned time allocation.

- Plan & lead bi-weekly AS meetings
- Bi-weekly PBC meetings and planning meetings
- Monthly meeting with College Administration [President, VPs]
- Participatory governance meetings as needed [Example: College Governance Council, iDeans, Classified Senate, Student Senate]
- Coordinate Equivalency to Minimum Qualifications Evaluation teams
- Serve as member of Evaluation Guidance Taskforce
- Monthly (Potential Biweekly) meetings DAS
- Monthly meetings DPCG
- Ad-hoc task force meetings as necessary (Accreditation, College and District administrative selection committees, etc.)
- Drafting of policy, resolutions, etc. locally and for DAS
- Attending AS State Plenary meetings 2x/year;
- Participation in college-wide events
- Work with faculty, staff, and administration to update campus policies and procedures as needed
- Town Hall meetings and Flex presentations
- Summer or off-term meetings, as needed
- Recruit faculty for campus-wide reassigned positions (including review committees)
- Education Master Plan Workgroup and other Accreditation Related tasks
- Emergency Operations Planning Group
- Recovery planning discussions, on-going monitoring of instructional concerns
- State-wide Academic Senate work (state surveys, sharing legislative information, etc.)
- Faculty Evaluation related work—Evaluation Guidance Committee and ongoing work to update and improve the evaluation forms and process.
- Administrative position hiring committees: such as, President Search or any Vice President vacancies