OFFICE MEMORANDUM

Date: August 27, 2018

To: Academic Senate

From: Veena P. Prabhu
Chair, Academic Senate Executive Committee


Subject: Proposed Policy Modification for Chapter II of the Faculty Handbook
Responsibilities of a Liaison Member from the Executive Committee to a Standing Committee

During its meeting on July 26 and August 2, the Academic Senate Executive Committee (Exec) deliberated about the role and responsibilities of a liaison (from Exec to the standing senate committees as well as EPC liaisons to Senate Subcommittees). At which point, Exec reviewed the attached policy and made the recommendation that a liaison from Exec should be a voting member given the significance of the said member’s role and responsibility in the committee.

The following points outline the specific language inserted in the policy.

Line 18-19: Exec liaison will serve as a voting member on the respective committee.
Responsibilities of a Liaison Member from the Executive Committee to a Standing Committee of the Academic Senate

(Executive Committee: 6/20/84)

Preamble. Because of the importance of the liaison function, the Executive Committee should be careful, in making liaison assignments, to accommodate the liaison member's background, experience, and interests as far as possible. It is the responsibility of the Senate Chair to counsel liaison members on their duties and responsibilities.

The specific responsibilities of a liaison member include the following:

1. Informs the committee chair of actions by, and information coming to, the Executive Committee that may be of significance to the work of the committee.
2. Reports to the Executive Committee the actions and agenda of the committee.
3. Assists the committee chair in the preparation of the committee agenda, as requested.
4. Assists the committee chair in representing the committee at meetings, as requested.
5. Assists the committee chair in instructing new committee members about the committee's relationship to other standing committees, subcommittees, and academic governance in general.
6. Assists the committee chair in instructing new committee and subcommittee members on their duties as members, and as representatives of their particular constituencies.
7. SERVES AS A FULL, VOTING MEMBER OF THE COMMITTEE WITH ALL RIGHTS AND RESPONSIBILITIES THEREOF.