



DATE: April 24, 2023
FROM: Kris. Bezdecny, Chair, Academic Senate
TO: Academic Senate Executive Committee
CC: R. Roquemoire
SUBJECT: Proposed Policy Modification: Responsibilities of a Liaison Member from the Executive Committee to a Standing Committee of the Academic Senate, Faculty Handbook, Chapter II

This policy implies and assumes that the liaisons to each of the Senate standing committees is independent from the Chair of those standing committees. The policy already has specific language outlining the support that liaisons are expected to provide to their standing committee chairs – reflecting the role of liaisons as a bridge between the Senate Executive Committee and their assigned standing committee. Similar policies, such as *Job Description: Chair of a Standing Committee* also assume this separation. The policy modification presented here makes this implied separation of roles explicit.

The Senate Executive committee recommends the following changes:

- Lines 19-21: This codifies that liaisons may not act as Chairs of the standing committees they are liaising with, reflecting their role as a bridge and as an advisor. This also removes any potential conflict of interest that may occur should disputes arise between a standing committee and the Senate Executive committee.

1 **Responsibilities of a Liaison Member from the Executive Committee to a Standing**
2 **Committee of the Academic Senate**

3 (Senate: 9/25/18; President: 10/15/18; Executive Committee: 6/20/84)

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

8 The specific responsibilities of a liaison member include the following:

- 9 1. Informs the committee chair of actions by, and information coming to, the Executive
10 Committee that may be of significance to the work of the committee.
- 11 2. Reports to the Executive Committee the actions and agenda of the committee.
- 12 3. Assists the committee chair in the preparation of the committee agenda, as requested.
- 13 4. Assists the committee chair in representing the committee at meetings, as requested.
- 14 5. Assists the committee chair in instructing new committee members about the committee's
15 relationship to other standing committees, subcommittees, and academic governance in general.
- 16 6. Assists the committee chair in instructing new committee and subcommittee members on their
17 duties as members, and as representatives of their particular constituencies.
- 18 7. Serves as a full, voting member of the committee with all rights and responsibilities thereof.

19 **NOTE THAT LIAISONS MAY NOT SERVE AS CHAIR OR VICE CHAIR OF THE STANDING**
20 **COMMITTEE, IN ORDER TO AVOID POTENTIAL CONFLICTS OF INTEREST, AND TO ALLOW**
21 **THE LIAISON TO FULLY ASSIST THE COMMITTEE CHAIR IN THEIR CAPACITY.**