
OPERATING RULES

E. THE VP OF ACADEMIC AFFAIRS (VPAA), DUTIES AND RESPONSIBILITIES

1. The VPAA shall serve as the Board's representative overseeing academic matters along with University Administrators such as, but not limited to: recruitment, enrollment, graduation, diversity, advising, and curriculum.
2. The VPAA shall be the official liaison between the ASCSUS Board of Directors, CSUS Division of Academic Affairs, and all academic enhancement, programs, committees, Boards, commissions, and individuals.
3. The VPAA shall be responsible for aiding students in understanding the process of the Student Grievance Procedures, Students Rights and Responsibilities, and the Grade Appeal Process outlined in the CSUS University Manual.
4. The VPAA shall present an Academic Affairs Report to the Board of Directors, at the last board meeting of the fall semester. This report will provide details on progress concerning student academic success and provide a plan for addressing ongoing academic challenges. The VPAA Report shall include:
 5. A brief report on progress regarding academically related ASI strategic priorities, as well as other relevant projects and initiatives if any.
 6. Present an advocacy plan to influence policy or institutional change to achieve relevant strategic priorities and overall student academic success.
7. The VPAA shall meet at least once per term with each ASI College Director and College Dean, Associate Dean, or Designee to discuss academic issues related to their respective College that may develop action plans, if needed, to advocate on academic related issues.
8. The VPAA shall meet at least once a semester with the following CSUS Administrators to discuss mutual academic issues that can be addressed by the ASI Board of Directors, Faculty Senate and CSUS Administration:
 - a. Provost/Vice President for Academic Affairs
 - b. Vice Provost for Student Academic Success
 - c. Associate Vice President of Student Retention & Academic Success
 - d. Assistant Vice President for Educational Equity Programs and Student Success
 - e. Executive Director of University Initiatives and Student Success
 - f. Chair of the Faculty Senate
 - g. Student Issues Coordinator, Academic Affairs/University Grade Appeal Manager
 - h. Director of Academic Advising
 - i. Assistant Vice President of International Programs and Global Engagement
 - j. Vice President of Inclusive Excellence
9. The VPAA shall attend at least one conference or CSU Academic Senate per year, which addresses academic issues relevant to CSUS.
10. The VPAA or designee may sit as a member on the following Faculty Senate Standing Policy Committees; Academic Policies Committee, G.E./Graduation Policies Requirement Committee, Faculty Policies Committee, Curriculum Policies Committee, and Graduate Studies Policies Committee. Should the VPAA decide not to sit on these committee (s), VPAA shall work in conjunction with the VPUA to appoint students to serve on these committees.
11. The VPAA, or designee shall sit as a member on the Campus Educational Equity Committee, Committee on Diversity and Equity, and Academic Information Technology Committee.
12. The VPAA must have regular meetings with appointed designees to discuss academic issues and to develop action plans, if needed to advocate on academic related issues. In addition, the VPAA shall

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incorporate updates and discussions from all the above listed committees into their monthly Board Report.

13. The VPAA shall sit as a member of and attend all Faculty Senate and Faculty Senate Executive Meetings and report back to the Board on pertinent issues that may require Board action.
14. The VPAA shall chair the Student Academic Senate, which shall meet at least twice a month.
15. The VPAA shall interview and recommend students to serve on the Grade Appeal Panel. VPAA (or staff designee) shall forward recommendations to the Grade Appeal Manager.
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17. The VPAA, in coordination with the Vice President of Finance and ASI Government staff, shall facilitate ASI's partnership with Capital Public Radio to support the Public Radio Experience (P.R.E.) Internship each academic semester by:
 - a. Establish the memorandum of understanding (MOU) for Board review and approval for Board review by no later than the end of April 2025 and to be renewed every three years
 - b. Create the interview and selection committee
 - c. Participating in candidate interviews with Capital Public Radio staff, as able, to provide input on candidate selection
 - d. Conduct monthly one-on-ones with the selected intern
 - e. Coordinate an end of semester report to the ASI Board of Directors, in which the intern shares the impact of experiences during their P.R.E. internship
 - f. Provide ASI's shared financial contribution to support the P.R.E. Scholarship Award and reports the scholarship to Financial Aid Office.