



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

This policy implies and assumes that the liaisons to each of the Senate subcommittees is independent from the Chair of those subcommittees. The policy already has specific language outlining the support that liaisons are expected to provide to their subcommittee chairs – reflecting the role of liaisons as a bridge between their standing committee and their assigned subcommittee. 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 18-20: This codifies that liaisons may not act as Chairs of the subcommittees 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 subcommittee and their standing committee.

1 **Responsibilities of Liaison Members from Senate Standing Committees to Subcommittees**

2 (Executive Committee: 4/22/92)

3 Because of the importance of the liaison function, the Standing Committee in making liaison assignments
4 should try to accommodate the liaison member's background, experience, and interests as far as possible. The
5 committee chair shall advise liaison members of their duties and responsibilities:

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

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

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