

The De Anza Academic Senate

NEEDS YOU

Run for one of the following positions:

- **Academic Senate President** (1 year appointment)
- **Academic Executive Secretary** (3 year appointment)
- **At-Large Part-time Faculty Representative** (2 year appointment)

If you are interested in running for one of the above positions, please e-mail a candidate statement (up to 300 words) to guevaradawnis@deanza.edu by **6:00 pm Friday, 6 May 2011**

Elections will be held on **17-18 May 2011**

Please see attached document for an explanation of the duties of the above positions.

Duties of the Academic Senate President

The President serves as the chief executive officer of the Academic Senate and the Executive Committee and as such has the following responsibilities:

- * Prepare an agenda for and preside over all meetings of the Academic Senate and Executive Committee
- * Supervise all affairs of the Academic Senate
- * Execute such plans and policies as the members of the Academic Senate or Executive Committee may have authorized, directed or approved
- * Maintain a list of current members of the Executive Committee. Inform Division Deans of the need for division Senators or in the event that Senators miss 4 or more meetings in a quarter
- * Prepare and present for approval to the Executive Committee an annual budget for the Academic Senate at the beginning of each fall quarter
- * Make recommendations on behalf of the Academic Senate to the Governing Board with respect to academic and professional matters
- * Represent the Academic Senate at District and College functions
- * Act as co-chair of the Campus Budget Committee and attend District Budget committee meetings (or assign a designee)

- * Attend the following committee meetings
 - Board of Trustees
 - College Council
 - Chancellor's Advisory Committee
 - Academic and Professional Matters Committee
 - Classified Senate
 - Dean's meetings
 - State Plenary sessions

Duties of the Executive Secretary

The primary function of the Executive Secretary is to maintain an ongoing record of discussions and actions of the Executive Committee. In addition, the Executive Secretary has the following responsibilities:

- * Act as Treasurer for the Academic Senate which means depositing dues, paying bills, balancing the checkbook and reporting to the Executive Committee on the checkbook balance at the end of each quarter
- * Maintain (or supervise) as current the Academic Senate's web page
- * Act as Editor of the Academic Senate Newsletter to be published at least quarterly

Duties of the At-Large Part-Time Representatives

- * Attend weekly Academic Senate executive committee meetings every Monday from 2:30 - 4:30 p.m. during Fall, Winter, and Spring quarters.
- * Meet periodically with Academic Senate officers to discuss issues and concerns of part-time faculty.
- * Provide regular communication with all part-time faculty on the De Anza campus regarding senate concerns
- * Assist in the improvement of resources for part-time faculty on the De Anza campus.
- * The position pays a stipend of \$300 per quarter.

