

RAT for Senate Officers and Special Duties (80 % Total)

Note: The functions of Academic Senate Officers is not easily quantifiable; the Bylaws include in the duties, “assisting the president in all duties of the president,” for example, which means that some of the work occurs on an ad hoc basis, sometimes via phone or email, sometimes on evenings and weekends to confer on making various decisions, and occasionally in times of crisis. Below are listed regularly scheduled duties that Executive Officers can plan on having. Some of these are in the Bylaws, the rest are either recent past practice or proposed new practice.

Vice President

Proposed 20 % RAT per Semester by Position

In addition to attending and participating in the Senate as a Senator, the Vice President

- Attends Exec **Meetings**—approximately 2 two-hour meetings per month during the semester, or 1 two-hour meeting for each regular senate meeting; and an additional meeting to plan the Senate retreat each semester and 1 or 2 additional meetings in May to assign all faculty volunteers to committees and councils
- Sits on the Curriculum Review Committee as the representative for the Senate President (2nd and 4th Mondays, 3:15-5:15)
- Sits on the Faculty Leadership Council (Meetings 1st and 3rd Mondays 1:30-3:00)
- Participates as a presenter at Senate Retreats and New Senator Orientation
- Helps oversee New Faculty Mentor Program
- Attends Plenary when possible
- Acts as President’s designee as needed and if possible on any committee or council which the AS President has a seat by position
- Acts as President in Senate meetings in which the President speaks in debate
- Acts as President in the temporary absence of the President

Executive Secretary

Proposed 20 % RAT per Semester by Position

In addition to attending and participating in the Senate as a Senator, the Executive Secretary

- Attends Exec **Meetings**—approximately 2 two-hour meetings per month during the semester, or 1 two-hour meeting for each regular senate meeting; and an additional meeting to plan the Senate retreat each semester and 1 or 2 additional meetings in May to assign all faculty volunteers to committees and councils
- Takes Roll at Senate Meetings
- Proof-reads the Draft of the Senate Minutes for each meeting
- Participates as a presenter at Senate Retreats and New Senator Orientation
- Helps oversee New Faculty Mentor Program
- Attends Plenary when possible
- Acts as President’s designee as needed and if possible on any committee or council which the AS President has a seat by position
- Acts as President in the temporary absence of the both President and Vice President

President Elect

Proposed 20 % RAT per Semester by Position

Must be a full time, tenured or tenure track faculty member, and must have served as a Senator.

As President Elect, is not a current Senator, and does not vote, but

- Attends Exec ***Meetings***—approximately 2 two-hour meetings per month during the semester, or 1 two-hour meeting for each regular senate meeting; and an additional meeting to plan the Senate retreat each semester and 1 or 2 additional meetings in May to assign all faculty volunteers to committees and councils
- Meets regularly with the Senate President
- Accompanies the Senate President in meetings with District President and Vice Presidents
- Attends Area B Meetings and Plenary each semester
- Attends ASCCC Leadership Academy if possible
- May attend FLC and PCC
- Participates as a presenter at Senate Retreats and New Senator Orientation
- Helps oversee New Faculty Mentor Program
- Acts as President's designee as needed and if possible on any committee or council which the AS President has a seat by position

RAT as Needed

For Special Senate-Appointed Duties (20 % which will vary according to need)

For Spring, 2019

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| • Chair, Class Size and Waitlist Task Force | 10 % |
| • Parliamentarian | 10 % |