

## Academic Affairs and Curriculum Committee (A2C2) Chairperson Term, Duties, and Election Policy

The duties of A2C2 chairperson and chair-elect and the election process of chair-elect are described below.

### A2C2 Chairperson

The position of A2C2 chairperson requires a three-year (six semester) commitment. Year one of the appointment is spent as the chair-elect and years two and three are spent as chairperson. There is no chair-elect during the first year as chairperson, but during the second year the chairperson will be guiding the new chair-elect and the cycle repeats itself. The A2C2 chairperson will receive 1/3 reassigned time (4SH) for each semester of service as chairperson for a total of four semesters.

The responsibilities of the A2C2 chairperson are as follows:

1. see that the A2C2 charge is carried out
2. receive all curricular proposals
3. prepare agenda for A2C2 meetings
4. distribute the agenda according to WSU Regulation 3-4
5. chair the A2C2 meetings
6. prepare the agenda for CPPS meetings
7. distribute the CPPS agenda according to WSU Regulation 3-4
8. prepare and present reports of the A2C2 meetings to the Faculty Association Senate
9. forward proposals with recommendation to the Faculty Association Senate
10. serve on the all-university Calendar Committee
11. serve on the IFO Catalog Review Committee
12. process paperwork associated with curricular proposals
13. maintain the A2C2 website
14. serve as a source of information regarding curricular issues
15. communicate with the Course and Program Proposal Subcommittee chair and the University Studies Director and attend meetings, as necessary
16. prepare chair-elect for duties and responsibilities of chairperson during the final year of term.

### A2C2 Chair-elect

Year one of the three year commitment is spent as chair-elect. The chair-elect will learn the details of the chairperson position under the guidance of the current chairperson and will assist the current A2C2 chairperson as assigned. The chair-elect will be awarded no reassigned time.

The responsibilities of the chair-elect are as follows:

1. assist the A2C2 chairperson during meetings
2. record A2C2 minutes
3. act as chair in the event of the chairperson's absence

Approved by A2C2 on October 6, 2004

Approved by Faculty Association Senate on October 11, 2004

4. assume the duty of A2C2 chairperson if the A2C2 chairperson is unable to complete the term

#### Election

The election of chair-elect will be held on or before October 31 of the fall semester prior to assuming the duties of chair. Prior to October 15, a call for nominees will be placed on the A2C2 agenda. The election will be placed on the A2C2 agenda and held during a regularly-scheduled A2C2 meeting. In accordance with other A2C2 business, a majority of those voting is necessary for the election of the chair-elect. It is expected that the chair-elect will come from the current A2C2 membership, that is to be a department representative or alternate, but this is not a prerequisite for nomination and election.

The current A2C2 chairperson may extend his or her service for another term. Notification must be made during the last year of service and prior to the October 15 deadline for nominees. The current A2C2 chairperson is subject to the election procedures described above.

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