



2.1.2 Vice-President of Academic Affairs

Position Profile

The Vice-President of Academic Affairs serves as the official advocate for student concerns in all areas of institutional academic affairs.

Key Areas of Focus

- Advocacy
- Student Voice
- Institutional Development
- Governance
- Campus Engagement

Reporting Relationship

The AUArts SA Vice-President of External Relations reports directly to the AUArts SA President.

Primary Objectives

The Vice-President of Academic Affairs contributes to the organization by fulfilling the following objectives:

1. Representing the student voice in areas of academic concerns
2. Ensuring that all student voting members are well-informed of impact and context when voting on arising issues
3. Informing the membership of the impact and context for institutional change

Major Areas of Responsibility

1. **Official Representation**
 - a. Serves as an official representative for the AUArts SA membership in AUArts committees and working groups
 - b. Acts as the Elections Officer for the Association when the position is vacant
2. **Stakeholder Engagement**
 - a. Engages with stakeholders from all departments of the University to communicate institutional changes and collect feedback on arising issues related to academic affairs
 - b. Ensures that the membership receives communication regarding their rights as a student of AUArts
 - c. Maintains effective communication with appropriate members of the Presidents' Cabinet and academic administration

3. Strategic Planning

- a. Works with the Executive Committee and Executive Director to prepare documents that support the long term goals of the Association
- b. Ensures that the student voice is heard and represented during the strategic planning and goal setting process
- c. Prepares reports as required to document progress on various initiatives

Assigned Duties

The Director of Advocacy & Representation is directly responsible for carrying out the following tasks:

1. Official Representation

- a. Serves as an official representative for the AUArts SA membership in AUArts committees and working groups
 - i. Attends all meetings of the following groups:
 - General Faculties Council
 - Grade Appeals
 - Academic and Non-Academic Misconduct Hearings
 - ii. Prepares AUArts SA reports for committees, councils, and the SLC and ensures all relevant content is captured
 - iii. Reviews meeting packages and prepares any required notes and questions
 - iv. Ensures the SLC is aware of any relevant issues presented to the GFC
 - Takes note of any items that would require additional discussion and input and connects with appropriate persons prior to voting on important issues to ensure a diverse array of perspectives are considered on issues arising and motions at hand
- b. Acts as the Elections Officer for the Association when the position is vacant
 - i. Fulfills all assigned duties outlined in the Elections Officer job description

2. Stakeholder Engagement

- a. Engages with stakeholders from all departments of the university to communicate institutional changes and collect feedback on arising issues related to academic affairs
 - i. Researches issue-related concerns of the membership and presents items for discussion and/or recommendation to the SLC in areas of academic affairs including but not limited to:
 - Curriculum Development
 - Timetable Structure
 - Studio Access
 - Academic Policy and Procedures
 - Course Registration
 - Course availability and variety
 - ii. Ensures that the membership is informed of both context and potential impact on issues regarding institutional change
 - Prepares summarized content for communications materials
 - Coordinates with the AUArts SA communications team to determine a communications strategy
 - iii. Coordinates an open student forum following each midterm to discuss concerns regarding academic issues

- Prepares agendas and communicates materials to the membership
 - Secures a neutral facilitator to conduct the forums
 - Ensures forum discussion is documented
- b. Ensures that the membership receives communication regarding their rights as a student of AUArts
 - i. Monitors information captured on media platforms to ensure accuracy
 - ii. Prepares summarized content for communications materials
 - iii. Coordinates with the AUArts SA communications team to determine a communications strategy
- c. Maintains effective communication with appropriate members of the Presidents' Cabinet and academic administration
 - i. Attends regular meetings with the following groups/persons:
 - Registrar
 - Academic Advising team
 - Learning Assistance Resources team
 - Director of Research + Graduate Studies
 - Vice-President Academic Affairs + Provost
 - ii. Advocates for efficient and consistent communication of academic information and academic concerns to the student body

3. Strategic Planning

- a. Works with the Executive Committee and Executive Director to prepare documents that support the long term goals of the Association
 - i. Completes required materials and ensures content is communicated
- b. Ensures that the student voice is heard and represented during the strategic planning and goal setting process
 - i. Reviews methods by which student feedback is captured to ensure effectiveness
- c. Prepares reports as requested to support the work of the Association
 - i. Review strategic progress on a regular basis with the AUArts SA President