

Standard Operating Procedures

Duties of the SACUA Vice Chair

1. Take on the term of Chair if the Chair becomes unable to complete the term.
2. Stand in for the Chair at SACUA, Senate Assembly, or Faculty Senate Meetings if needed.
3. Assist the Chair in the administration and preparation of SACUA, Senate Assembly, and Faculty Senate meetings, including by taking part in agenda planning meetings.
4. Review Senate Assembly draft minutes for possible correction.
5. Attend ceremonial events (i.e. Honors Convocation or Hooding Ceremonies, Regent luncheons) when invited.
6. Serve as a SACUA liaison to the AAAC.
7. Facilitate, as needed, the work of the SACUA and DMNC chairs in securing opportunities for DMN visitors for engagement across the Ann Arbor campus, outside of the DMN lecture.
8. Attend, when requested, other meetings needing SACUA representation, such as the President's Cabinet and other advisory meetings.

Primary Substantive Changes

Eliminated the Vice Chair being the person primarily responsible for interacting with Central Student Government and also for serving as the SACUA liaison for the COAA and DMN. The Vice Chair might fill all these roles, but in most recent practice, these roles have been more fluidly assigned. Also, because the Vice Chair currently participates in a weekly SACUA agenda planning meeting, added that the Vice Chair assists in the preparation for SACUA meetings. Also, added that the Vice Chair assists in the review of Senate Assembly minutes, which is a task detailed in another SOP on minutes. Finally, added that the Vice Chair may be asked to attend other meetings needing SACUA representation.