

### 3.5. OFFICE OF ACADEMIC GOVERNANCE

3.5.1. The Secretary for Academic Governance will direct the Office of Academic Governance.

3.5.2. The Secretary for Academic Governance shall be appointed by the President in consultation with The Steering Committee, and they shall review the appointment at periods not to exceed five years.

3.5.3. The Secretary for Academic Governance shall be the parliamentarian with regard to the *Bylaws*, and shall serve as a non-voting, ex-officio member of the University Council, the Faculty Senate, The Steering Committee, the Academic Congress, and the General Assembly of ASMSU.

3.5.4. The Secretary for Academic Governance will serve as a liaison between ASMSU and academic governance, and between COGS and academic governance, for the purpose of encouraging student representation in academic governance.

3.5.5. The Office of the Secretary for Academic Governance, along with other administrative offices, provides staff support to The Steering Committee, the University Council, the Faculty Senate, and the University-level Standing Committees in the execution of responsibilities directly and indirectly expressed in these *Bylaws*. The Secretary for Academic Governance shall supervise elections to the University Council, and of the at-large faculty of The Steering Committee, with review by the University Committee on Academic Governance.