The Secretary for Academic Governance

The Secretary for Academic Governance is the Michigan State University official responsible for providing operational support for the actions of the Academic Congress, University Council, Faculty Senate and the Steering Committee of the University Council. The Secretary supervises election procedures for the University Council and its standing and consultative committees, boards and councils and its Steering Committee. The Office of Academic Governance provides administrative support for the University Committee on Academic Governance with the maintenance of the By-Laws for Academic Governance. The Secretary also assumes other duties and assignments as requested by the Steering Committee of the University Council and the Office of the Provost.

This is a fifty percent (50%) appointment on an academic year (AY) basis, and includes summer support. The Secretary for Academic Governance is subject to subsequent annual performance and salary reviews by the Office of the Provost with consultation from the Steering Committee of the University Council. The Secretary for Academic Governance is appointed by the President in consultation with the Steering Committee of the University Council.

Necessary qualifications include: currently appointed as a faculty member at MSU as identified in Section 1.1 of the By-Laws for Academic Governance; respect for and knowledge of the academic governance system of Michigan State University; thorough working knowledge of Roberts Rules of Order; credibility with the faculty and administration regarding leadership and administrative experience in the shared academic governance system; and willingness to develop a flexible schedule that permits meeting with the various committees indicated above and others as may be necessary.

Desirable qualifications include: experience with a number of department, college and University committees, and service as an elected faculty member on the University Council, University Standing Committees, or The Steering Committee. The candidate should provide evidence of effective written and verbal communication skills, operational experience with technology and strong organizational and management skills.

All applications and nominations should include a vita showing academic, professional and service background, along with a written statement by the candidate or nominator addressing the qualifications of the candidate. At least three references (names and contact information) are required.

Applications and nominations should be submitted by November 10, 2015, addressed to:

Theodore H. Curry II
Associate Provost and Associate Vice President for Academic Human Resources
Hannah Administration Building, 426 Auditorium Road, Room 440
Campus
curryt@msu.edu

MSU is an affirmative-action, equal-opportunity employer. MSU is committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. The University actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.
SECTION 3.5

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 for Academic Governance, 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 the liaison between ASMSU and academic governance and between COGS and academic governance.

   3.5.4.1. The Secretary for Academic Governance will be responsible for sharing information with academic governance regarding actions being taken by ASMSU and COGS.

   3.5.4.2. The Secretary for Academic Governance will serve as informational parliamentarian for ASMSU and COGS.

3.5.4.3. The Secretary of Academic Governance will receive and file the minutes of meetings of ASMSU and COGS in the Office of Academic Governance.

3.5.4.4. The Office of Student Life will consult regularly with the Secretary of Academic Governance regarding ASMSU and COGS elections and will provide assistance to ASMSU and COGS.

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, ASMSU, the Council of Graduate Students, and the University-level Standing Committees in the execution of responsibilities directly and indirectly expressed in these Bylaws. The Secretary of Academic Governance shall supervise elections to the University Council, ASMSU, the Council of Graduate Students, and of the at-large faculty of The Steering Committee, with review by the University Committee on Academic Governance.