ARTICLE I. NAME
The name of this organization shall be the ASUCSD Academic Affairs Office.

ARTICLE II. PURPOSE
The purpose of the ASUCSD Academic Affairs Office shall be:
1. To maximize student involvement in academic governance by strengthening student influence on the creation and implementation of University policy.
2. To initiate policy or other academics-related recommendations to the Academic Senate.
3. To research academic policies and issues of concern to students at UC San Diego.
4. To coordinate student representation to faculty and administration on issues of academic policy, academic life, and the academic environment on campus, in order to enhance the value and quality of undergraduate education.
5. To increase student awareness of relevant and important academic issues in addition to the processes whereby academic policy is formulated.
6. To initiate and maintain programs and committees that benefit undergraduate students in the area of Academic Affairs.

ARTICLE III. STRUCTURE
A. ASUCSD Vice President: Academic Affairs, herein referred to as the “Vice President.”
B. Academic Affairs Chief of Staff
C. Academic Affairs External Assistant
D. ASUCSD Academic Affairs Office Advisory Board
   1. Chair
   2. Vice-Chair
   3. Voting Members
      a. Academic Affairs External Assistant
      b. All undergraduate representatives to Academic Senate Committees
      c. All undergraduate representatives appointed to campus-wide committees by the ASUCSD Academic Affairs Office
   4. Non-Voting Ex-Officio Members
      a. ASUCSD President
      b. ASUCSD Student Advocate, or designee
E. Undergraduate Scholastic Grants (U.S. Grants)
   1. Executive Director
   2. Assistant Directors (3)
   3. U.S. Grants Advisory Committee
      a. Vice President: Academic Affairs, Chair
      b. Chief of Staff, Vice-Chair
      c. Executive Director
      d. A.S. Advisor
      e. Director of Student Programs Business Office
      f. Associate Vice Chancellor for Undergraduate Education
      g. Member of the faculty appointed by the Vice President, with the consent of AS Council.

ARTICLE IV. POWERS AND RESPONSIBILITIES
A. Vice President: Academic Affairs
   1. Shall act as the representative from the Fall Quarter of the term through the respective Academic Year to the following bodies:
      a. Academic Senate Representative Assembly
      b. Academic Senate Committee on Educational Policy and Courses (CEP)
      c. Senior Vice Chancellor of Academic Affairs Program Review Committee
   2. Shall act as the representative to the UCSA Committee on Academic Affairs.
   3. Shall oversee all activities within the Academic Affairs Office.
   4. Shall select the membership of the Academic Affairs Office.
   5. Shall Chair the ASUCSD Academic Affairs Office Advisory Board
      a. Shall prepare or approve the agenda for all Advisory Board meetings prior to convening.
b. Shall preside over meetings of the Advisory Board.
c. Shall vote only in case of a tie.
d. Shall be responsible for all finances relating to the Academic Affairs Advisory Board.

6. Shall meet regularly with members of the Academic Affairs Board to formulate policies, agendas, and activities.

7. Shall be responsible for all finances relating to the Academic Affairs Office.

8. Shall use discretion in referring paid staff members in violation of these bylaws to the A.S. Vice President Internal or Judicial Board for personnel review and/or termination.

9. Shall have final approval on all projects and actions taken by the Academic Affairs Office that do not come before the ASUCSD Council.

10. Shall serve as, or appoint from the Advisory Board, the interim representative in the event of vacancy on any Academic Senate Committee.

11. Shall be the official representative of the ASUCSD on all matters pertaining to Academic Affairs.

12. Shall appoint all representatives to Academic Senate Committees, subject to confirmation by the ASUCSD Council.

13. Shall appoint representatives to the following campus-wide committees:
   a. Chancellor’s Advisory Committee on Instructional Improvement
   b. TA Development Advisory Committee
   c. Program Review Committee
   d. Summer Session Advisory Committee
   e. Course Materials Fee Committee
   f. Enrollment Planning Committee

14. Shall meet regularly with the U.S. Grants staff to address any questions, suggestions, or concerns

B. Academic Affairs Chief of Staff

1. Shall share the responsibilities of the Vice President: Academic Affairs in the casework pertaining to the Academic Senate and the Committee on Educational Policy and Courses.

2. Shall serve as the alternate representative to all Academic Senate and campus-wide committees the Vice President sits on, in the instance the Vice President cannot attend.

3. Shall review agendas for all Academic Senate meetings and further investigate issues that directly affect student interests.

4. Shall appoint Assistant Researchers, if necessary, with the final approval of the Vice President: Academic Affairs.

5. Shall assist the Vice President in communications with the Advisory Board, AS Council, student body, faculty, and staff.

6. Shall review academic policies and participate in the rewriting of the University academic policies affecting students which are outdated, unworkable, conflicting with other policies, or in violation of students’ rights.

7. Shall maintain the Academic Affairs Office’ Archives.

8. Shall meet regularly with Representatives to Committees appointed through the Academic Affairs Office.

9. Shall regularly collect and compile all reports from Committee Members.

10. Shall serve as Vice-Chair of the Academic Affairs Office Advisory Board:
   a. Shall be a voting member
   b. Shall take and archive minutes of all Advisory Board meetings

C. Academic Affairs External Assistant

1. Shall be responsible to the Vice President: Academic Affairs for development and operation of a research function to support efforts of the Academic Affairs office and Advisory Board.

2. Shall develop a system of quickly measuring the attitudes and opinions of various publics in relation to Academic Affairs issues.

3. Shall work to attain true student input in the formulation of University Academic policies and procedures.

4. Shall conduct and supervise attitude and opinion surveys.

5. Shall provide an intelligence system and reference file accessing whatever information is needed for decision making and for achieving the Academic Affairs Office objectives.

6. Shall plan, coordinate, and execute a quarterly Finals Week event open to all members of ASUCSD.

7. Shall serve as the Advisory Board representative to the ASUCSD Finance Committee.

8. Shall serve as a voting member on the Academic Affairs Advisory Board

D. Representatives to Academic Senate or campus-wide Committees
1. Shall attend and represent the ASUCSD in all meetings of their respective Academic Senate or campus-wide Committees.
2. Shall meet regularly with the Vice President or the Chief of Staff to discuss topics brought up in their respective Academic Senate or campus-wide Committee meetings.
3. Shall submit a written report to the Chief of Staff regarding all meetings attended.
4. Shall serve as a voting member on the Academic Affairs Advisory Board.
5. Shall serve terms through the Academic Year.

E. Academic Affairs Office Advisory Board
1. Shall serve as the principle academic advisory committee for the Academic Affairs Office and ASUCSD Council.
   a. Shall make formal recommendations on Academic Senate Issues brought before it by committee members and (or) the Vice President.
2. The board shall review and offer informal recommendations on all other issues brought before it by the Vice President or ASUCSD Council.
3. Shall make informal recommendations to the Finance committee on Academic Affairs monetary expenditures brought before it by the Vice President: Academic Affairs, Vice-President Finance, or ASUCSD Council.

F. Undergraduate Scholaristic Grants (U.S. Grants)
1. Shall request and secure funds for grants from CACIIP.
2. Shall accept applications for undergraduate grants for student academic projects.
3. Shall award grants upon review and acceptance of undergraduate applications.
4. Shall audit the spending process and publish a report of the sponsored projects.
5. U.S. Grants Advisory Committee
   a. Shall meet quarterly during application review period.
   b. Shall evaluate the budget and overall status of the U.S. Grants program.
   c. Shall propose recommendations for the U.S. Grants program.
   d. Shall serve as a resource for the U.S. Grants staff.

ARTICLE V. AMENDMENTS, SUSPENSIONS, AND RATIFICATION
1. Amendments to this charter may be proposed by any ASUCSD Council Member, or submitted to the ASUCSD Council on behalf of the Academic Affairs Office by the Vice President: Academic Affairs.
2. Ratification and amendments to this charter shall require a majority vote of the ASUCSD Council.
3. Suspension of this charter shall require a two-thirds vote of the ASUCSD Council.

Amended 1/14/04
Amended 3/3/04
Amended 5/25/05
Amended 10/12/05