

# **The Liberal Arts Undergraduate Council**

**EST. 1975**

## **LIBERAL ARTS ACADEMIC AFFAIRS AD-HOC COMMITTEE**

### **Departmental Liaison Program (D.L.P.)**

The purpose of this document is to highlight the functions and the roles of departmental liaisons and present a structure for the working of the committee in the long run. This document will cover the objectives, scope and the intended timeline of the given program. The committee is currently established as an Ad Hoc Committee and is being chaired by the President of the Liberal Arts Undergraduate Council, Sarthak Vij, for the AY 2019-20.

#### Purpose:

1. The purpose of the academic affairs committee is to engage the departments of the college of the liberal Arts together in building the stronger Liberal Arts community that the current President, Vij, and the Dean of the College of the Liberal Arts, Dean Lang, want.
2. The Academic Affairs committee will be involved in initiating programs and events that will benefit the college of the liberal arts and the students of their respective department,.
3. The academic affairs committee will also serve as the sole party responsible within the organization, along with the office of the President, for the implementation of the Student Survey initiative, if implemented.
4. The Chair of the committee shall call for meetings as necessary. However, the members involved in the Academic Affairs council shall serve as an active member while being an active appointee of the student liaison program.

#### Membership:

1. Only appointed members shall serve as the members for the Academic Affairs committee.

2. All student liaisons will be automatically considered as a part of the academic affairs committee.
3. Meetings shall take place on a biweekly basis or as described by the respective chair of the committee within 4 weeks of initiation of the semester.
4. In order to maintain his/her membership, the respective student shall stay in the major of his/her department. Any changes made, would result in repositioning or removal from the respective office.

#### Departmental Liaison Program:

1. The objective of the departmental liaison program is to connect the department of respective students to the Liberal Arts Undergraduate Council.
2. The connection thus established would be useful in establishing events in collaboration with respective departments.
3. The members of the academic affairs committee will be represented by their respective chair in the committee. If the Liaisons agree to become active members, then they should be given voting rights. However, if Liaisons decide to remain associate members, the vote of the chair of the Academic Affairs committee shall count as a vote for the liaison.
4. The liaisons will be required to organize at least one event over the course of one academic year in collaboration or independently, in such a way that it is related to the department that they represent.
5. All Liaisons will be mandated to establish their meeting date with their department's head within 14 days of appointment. The information for the same shall be forwarded to the Chair and the President of the Liberal Arts Undergraduate Council as soon as possible.
6. All the communication that must take place by the liaison shall be conducted in formal verbatim. Failure to uphold the values and code of conduct of the Liberal Arts Undergraduate Council can be held as grounds for removal from the respective position.
7. The respective position holder is also responsible for informing the President of the Council about events, if any, before 5 PM of Tuesday.

#### Leadership of the Council

1. Leadership of the council shall be determined by the executive board in the next available date after the general elections.
2. The Chair may or may not be a part of the executive board.
3. He/She shall conduct the nominations for the next round of student liaisons before the end of the summer semester. He/She shall conduct all the interviews in person/on call and must document them for President's and Vice President's approval.
4. The Chair of the committee is responsible for the selection of the secretary and the vice chair of the committee

