



**NORTHERN
ARIZONA
UNIVERSITY**

Academic Chairs' Council

Mission

The mission of the Academic Chairs' Council is:

- to improve the ability of chairs of academic units to accomplish their administrative responsibilities;
- to enhance communication with other university constituencies; and
- to advise university policy makers on issues relevant to chairing departments.

NAU ACADEMIC CHAIRS' COUNCIL
2008-2009
Introduction for New and Continuing Members

Purpose: The purpose of the Academic Chairs' Council (ACC) is 1) to insure that academic program leaders (termed "chairs" here) are informed about campus issues and developments, 2) to give chairs a voice in University governance, 3) to improve working conditions for chairs, and 4) to provide a supportive forum for discussion of challenges facing chairs at NAU. ACC has existed for 14 years and in Spring 2002 received administrative recognition as part of the ongoing governance structure of NAU.

Membership: ACC currently has approximately 50 members, all of them academic program leaders (chairs, directors, and other comparable titles). Its meetings are attended by a representative of the Faculty Senate and chaired by the ACC Executive Director (ED) who is a former Chair.

Procedures: ACC sets its own agenda, membership, and meetings, and follows its own procedures. It meets regularly once a month (except in July) and on an ad hoc basis as needed. Requests for agenda time are vetted by the ED and an elected Executive Committee. ACC chooses not to have a listserve, so messages to the group pass through the ED. Attendance at ACC meetings is voluntary, and a chair who cannot attend a meeting is welcome to send a representative. Most meetings include a Q & A session with either the Provost or President.

Organization: The **Executive Director**, with the support of the Executive Committee, organizes, chairs, and reports on ACC meetings, gathers background information, and serves as ACC representative on the President's Cabinet and the Provost's Academic Leadership Council and as liaison to other individuals and campus groups as needed. The ED is elected for a two-year term. The current ED (Roy St. Laurent) receives from the Administration (i.e. not taken from departmental budgets) an eleven month stipend of \$7,333 and a one-course-per-semester buyout, and is expected to run and represent ACC year round. The **Executive Committee** consisting of 6 members serving staggered 3-year terms (currently consisting of Mark Cornwall, Laurie Dickson, Pam Foti, Cynthia Kosso, Frances Riemer, and Maribeth Watwood) reviews meeting agendas, represents ACC in situations that call for a smaller group or rapid response, and acts as a personnel committee in matters regarding the ED. ACC has no office or staff; a modest copying budget is provided by the Provost's Office. Costs are minimized by electronic distribution of all communications and documents.