

Section 4 VPA Contract

4.01 Responsible for filling the seats of the committees under the VPA portfolio with good student candidates.

4.02 Responsible for being up to date and knowledgeable on Academics at Carleton and the related services provided (i.e. First Year Experience Office, Registrars office, Undergraduate Supervisors, ombudsperson)

4.03 As pertaining to subsection 4.02, the VPA must make contact with all the relevant positions within the administration and the services offered. (i.e. the VPA should make contacts with the Deans, Associate Deans (academic), registrar, VP Student Support Services, etc.)

4.04 Work on any academic campaigns to improve Carleton and the lives of Carleton students, via Senate, Board of governors, Faculties, rallies, petitions, etc.

4.05 Effectively deal with academic issues as stipulated in Academic Issues policy.

4.06 Conduct polls, research, town halls, class talks, surveys to find out what Academic Issues are affecting Carleton students and other relevant Carleton community members and effectively formulate a plan to deal with these issues and execute said plan.

4.07 Present reports to council on progress of committees under portfolio and progress of campaigns and other related issues.