

Faculty Coordinator Contract

Name:

Faculty:

To the best of my abilities, barring exceptional circumstances (including, but not restricted to; serious health issues, serious family issues, serious academic issues) will fulfill the following responsibilities (Section 1), uphold the following qualities (Section 2), and pursue the spirit or the position of Carleton Academic Student Government (CASG) coordinator (Section 3) and acknowledge that failure to fulfill the requirements will result in immediate loss of the representative position and all the associated privileges and responsibilities associated with said position (including, but not restricted to; possession of CASG material and privileged office access, all CASG passcodes, the title of coordinator, and any seats associated with the position, any associated committee memberships).

1. List of Responsibilities

- 1.01 Answer emails promptly.
- 1.02 Must attend all applicable meetings, within reason, and send regrets when not in attendance. When failing to attend a meeting, follow up and attempt to participate to the maximum ability. All regrets must be sent to the Vice President Internal. If a faculty board, departmental board, or committee meeting is missed, regrets must also be sent to the chair of that meeting. Failure to attend all departmental meetings, and/or all CASG general meetings in any given semester is grounds for contract termination.
- 1.03 To resign the position, or ensure the duties are fulfilled, if it becomes apparent that fulfilling the position of coordinator, in a long term role, has become too onerous as a result of other happenstances (such as, serious health, family, academic issues).
- 1.04 Maintain open lines of communication, expedient response or contact through means such as face to face interaction, office hours, emails, phones, Facebook, MSN, etc.
- 1.05 Submit reports as requested by a CASG executive, CASG Council, or the Carleton Administration.
- 1.06 Be knowledgeable on faculty that is being represented and be prepared to answer questions at council.

2. List of Qualities while at meetings, fulfilling duties, in class, etc.

- 2.01 Respectful
- 2.02 Non-discriminatory and acting within the guidelines of CU's human rights code
- 2.03 Demonstrating academic commitment
- 2.04 Approachable and available to the students

3. Spirit of the position of CASG Faculty Coordinator

To be dedicated to the improvement of the organization of CASG and the university as a whole. To care about, and help, the students of Carleton university. To continually strive for improving Carleton, by fulfilling the role of coordinator and providing effective academic representation.

Signature:

Date: