



San José State UNIVERSITY

Office of the Academic Senate

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SM-S05-5

Approved April 4, 2005, by the Academic Senate of San José State University

SENATE MANAGEMENT RESOLUTION
MODIFICATION TO ROLE OF SENATE SECRETARY AND
SENATE ADMINISTRATIVE ANALYST

Whereas, the Senate Secretary and Senate Administrative Analyst are both officers of the Senate...

Resolved, that the Senate Secretary shall be the primary liaison between the Senate and the University...

It is the intent of the Senate to clarify the roles of the Senate Secretary and Senate Administrative Analyst...

The Senate Secretary shall be responsible for the day-to-day operations of the Senate...

The Senate Administrative Analyst shall be responsible for providing administrative support to the Senate...

The Senate Secretary shall also be responsible for the Senate's public relations and communication...

- Approved: November 29, 2004
Chair: Office of the Senate Secretary, Senate Administrative Analyst, Senate Secretary
President: J. H. ... , Office of the Senate Secretary, Senate Secretary, Senate Administrative Analyst
Advisors: R. ... , Office of the Senate Secretary, Senate Secretary, Senate Administrative Analyst
Vote: 6-0-0
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