

Original August 2012, Revised 2016, Updated 2018 with administrative title changes.

## University of Scranton Cabinet Liaisons: Roles and Responsibilities

The role of Cabinet Liaison was created in 2006 in response to a need for better communication between the President's Cabinet and general administration and the individual representative senates; in addition, as part of the creation of the University Governance Council (UGC), the convener of that group was charged with serving as liaison for the UGC to the cabinet. All appointments to the role of Cabinet Liaison are made by the President of the University. The following positions currently serve as liaisons:

- x Provost & Senior Vice President for Academic Affairs, Convener, UGC; Cabinet Liaison for the UGC
- x Provost & Senior Vice President for Academic Affairs, Cabinet Liaison for the Faculty Senate
- x Vice President for Student Life, Cabinet Liaison for the Student Senate
- x Vice President for Human Resources, Cabinet Liaison for the Staff Senate

The role and responsibilities for each Cabinet Liaison is as follows:

- x Serve as primary conduit for information flow from the President's Cabinet to the respective senate/governance body. Determine what information from Cabinet is relevant to the discussions of the senate/governance body.
- x Serve as primary conduit for information flow from the senate/governance body to the Cabinet. Determine what information from senate/governance body is relevant to Cabinet discussions. Apprise the Cabinet of current topics and issues on the agenda of the senate/governance body that may impact current or future planning and policy discussions. Present questions that may emerge in senate/governance discussions to the Cabinet for clarification or response. Serve as an advocate for the senate constituency to the Cabinet.
- x Present/deliver requests from offices or groups on campus for senate/governance body review or consultation on policy or relevant topical issues.
- x Observe the progress of the senate/governance body toward meeting goals and objectives. Assists senate/governance group leadership, upon their request, in resolving issues that may arise.
- x Support senate/governance group leadership and maintaining knowledge about campus governance and act as a resource for senate/governance group on the role and functions of the University's governance system in consultation with the Provost and the VP Planning & Institutional Effectiveness Office, which provides governance and policy support. May attend UGC meetings as needed.

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<sup>1</sup> Prior to 2011, the Cabinet was referred to as the Administrators' Conference. Governance documents prior to that year may refer to the Administrators' Conference as a group, and liaisons may be referred to as AC Liaisons. This document updated in 2016 to reflect the transition of governance oversight from the VP Planning & CIO to the Provost & Senior Vice President for Academic Affairs.