



CSU Student Success Network

Roles & Responsibilities for Participants in the Academy

This document outlines the different roles of the Academy experience and expectations.

Glossary



Team Lead

Within each group of campus appointees, one individual is assigned by their Endorser to ensure cohesion, consistent communications within the group and with the Academy leadership. This individual holds their colleagues accountable to fulfill their duties as Team Members. In some instances, at the discretion of the Endorser and/or group members, there may be two individuals serving as “Co-Leads” for their team.



Team Member

In addition to one Team Lead, a campus identifies five individuals, usually representing a variety of functional units and campus roles (e.g., faculty, Student Affairs staff, Academic Affairs staff, student participant), to form a team that engages in Academy sessions as well as in team meetings throughout the year.



Assigned Team Facilitator

This is a Middle Leader, appointed by the Academy, who brings experience and perspectives that complement the knowledge and talents held by the Team Members. The Team Facilitator is not employed on the team’s home campus.



Endorser

Normally a Cabinet member or their designee, this individual supports the initiation of the conversations tied to the application process for Academy participation. As a supporter to the Team Lead and the Team Members, this individual meets with the Team Lead throughout the year of Academy participation to hear updates and provide feedback and guidance. The Endorser promotes internal and external publicity about the Academy Team’s work as appropriate.



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Team Lead Duties

The Team Lead is a connector between campus teams and the Academy leadership. The dynamics of each team varies; therefore, some teams will require more hands-on attention than others. The overall expectations of the Team Lead comprise of the following:

- Model **COMMITMENT** and **PROFESSIONALISM** expected of team members through inclusive, responsive leadership to colleagues participating on the team and as partners on campus.
- Maintain consistent **COMMUNICATIONS** with Endorser, Assigned Team Facilitator, and Team Members in the following ways:
 - **Team Member**
 - Convene team prior to, and following, Academy sessions in order to complete tasks from previous session and prepare for upcoming session;
 - Check in, informally/formally, with each team member individually at least once per semester and/or once prior to each Academy session to clarify their role on the team, clarify questions about the project in general, and understand what support they may need to be an active and productive team member;
 - Promote a safe, confidential, and encouraging team environment where all members feel welcome to contribute their expertise and personal perspectives toward optimal team outcomes; and
 - Consistently and actively promote commitment to confidentiality relevant to the team project and related operational matters.
 - **Assigned Team Facilitator**
 - Respond to emails from assigned Team Facilitator and Academy leadership and ensure information reaches team in a timely manner; and
 - Establish a regular check-in plan with assigned Team Facilitator in-between sessions. These check-ins can include the whole campus team or just the Team Lead, and will focus on the progress and challenges regarding the team's implementation plan.
 - **Endorser**
 - Meet with Endorser to clarify understanding and/or recommend team project theme;
 - Review timeline for submittal of Academy application and work with Endorser to ensure timely planning and final delivery;
 - Collaborate with Endorser to identify prospective team members, ensuring a cross-divisional, inclusive reach;
 - Work with Endorser and team members to identify additional campus allies to help support project goals;
 - Meet at least once per semester and/or before and after Academy sessions (as appropriate to communicate Academy team notifications or request clarifications); and
 - Invite the Endorser, and other relevant campus partners, to the final virtual presentation session.



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Team Member Duties

- Participate consistently in team **meetings** at least once prior to and after each Academy session;
- Participate in developing relationships with partners and allies on campus;
- Participate in, and contribute to, a safe, confidential, inclusive, encouraging team **environment** to achieve optimal team outcomes;
- Commit to maintaining **confidentiality** regarding Academy team projects and related operational matters;
- Participate fully in each of the sessions during Academy and manage calendar to prevent conflicting obligations;
- Regularly **check in** with Team Lead as needed to maintain project momentum;
- Actively **contribute** perspectives and expertise in relation to project; and
- **Respond** to communications from Team Lead and the Academy in a timely manner.

Assigned Team Facilitator Duties

- Initiate **communication** with Team Lead and Team Members;
- Set up pre-team meeting with Team Lead to **understand project goals** and team composition and dynamics;
- Determine and ensure regular, consistent **communication timelines** in conjunction with Team Lead, including prior to each Academy session;
- Collaborate with Team Lead to convene team meetings at least once prior to and/or after each Academy session; and
- Join team meetings via Zoom as appropriate.

Endorser Duties

- Support the initiation of the Academy proposal:
 - Consult with appropriate administrators (including relevant Cabinet members, where appropriate) to clarify reporting line and general intention of the institution's participation in the Academy;
 - Support the Team Lead with the application process, with particular focus on timely and inclusive planning processes for the Letter of Support, project goals, and team member appointments; and
 - In collaboration with the Team Lead, ensure that all proposed Team Members are aware of their potential appointment to the team and the related duties throughout the year.
- Meet with Team Lead at least once per semester and/or before and after each Academy session to hear updates, find where the Endorser may provide support to advance the team's progress, and support the Team Lead in overcoming obstacles to progress;
- Attend the final Academy presentation session to provide feedback on areas in which they can support the Academy team with project implementation; and
- Facilitate the sharing of updates and publicity internally to the campus and beyond, as appropriate, regarding the Academy Team's work.