

Lecture Committee Selection Committee

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The procedures are used for the Presidential Charter Committee on Lectures

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1.0 Lecture Committee Selection Committee Procedures Timeline

1.1 Spring Timeline

Lecture Committee Selection Committee members shall be selected and approved by UISG, ECGPS, and Lecture Committee by the end of the fall academic semester.

All advertising and marketing materials, as outlined in section 3.1, shall be in place by the first week of February.

Applications shall be available by first week of February.

Completed applications, as outlined in 3.2, shall be submitted the last Friday of February.

Application and interview information, as outlined in section 2.2, shall be made available to Lecture Committee Selection Committee members no later than the last week of February.

Lecture Committee interviews, deliberations, and voting shall be before Spring Break.

Candidates shall be notified, as outlined in section 7.0, the week prior to spring break on the UISG and ECGPS websites.

1.2 Fall Timeline

If not all Lecture Committee positions are filled during the spring session, a fall session will be held to fill the remaining spots.

Applications shall be available by the 2nd Monday of the beginning of fall semester.

Completed application, as outlined in 3.2, shall be submitted the 3rd Wednesday of the beginning of the fall semester.

Committee interviews, deliberations, and voting shall be the 4th weekend from the beginning of the semester.

Candidates shall be notified, as outlined in section 7.0, no later than one week following the first UISG and ECGPS meetings after selection weekend.

2.0 Lecture Committee Selection Committee Members

2.1 Co-Chairs

The Lecture Committee Selection Committee shall be Co-Chaired by a UISG Senator (preferably Nomination Chair for UISG), who is elected by the UISG Senators serving on the Nominations Committee, and the designated ECGPS Delegate (preferably the outgoing ECGPS Vice President).

2.2 Duties of Co-Chairs and Lecture Committee

The duties of the Co-Chairs prior to the interview process are to notify and keep prospective informed in conjunction with the Lecture Committee Chair. It shall be the duty of the Lecture Committee Chair to oversee the public relations campaign.

The Lecture Committee shall be responsible for all public relations finances.

The duties of the Co-Chairs during the actual interviews are to keep time, maintain a relevant and consistent line of questioning, and facilitate the questioning process.

The duties of the Co-Chairs during the deliberation and voting process are to keep time, moderate conflict, facilitate input among members and ensure that the Lecture Committee Selection Committee Procedures and other applicable rules are followed.

2.3 Committee Composition

The Lecture Committee Selection Committee shall be composed of eight members (seven total votes): one graduate student and one professional student, four undergraduate students, and two Lecture Committee members with one vote, including the Co-Chairs.

Undergraduate members must be current UISG Senators or Executive under the discretion to the UISG President, and graduate/professional members must be current ECGPS members. Lecture Committee members shall be determined by the Lecture Committee Chair and must not be applying to sit on Lecture Committee for the following year. During Lecture Committee Selection Committee member selections, every attempt shall be made to select senators/members who represent various parties, interests and affiliations. Committee members, both graduate and undergraduate, are approved according the by-laws of their respective student government. No other senators/members with official title or status are allowed to participate on the Lecture Committee Selection Committee.

2.4 Committee Member Expectations

Lecture Committee Selection Committee members must be present for all interviews with the exception of member recusal (see section 5.6). If Committee members violate these stipulations they will forfeit their vote for the relevant position.

Lecture Committee Selection Committee members are expected to be present 30 minutes prior the start of the first interview on day one of interviews for an orientation. Should interviews extend beyond one day, Committee members are expected to be present 15 minutes prior to the start of the first interview. Persistent tardiness may be grounds for dismissal at the discretion of the Co-Chairs.

3.0 Solicitation of Applications

3.1 Advertising and Marketing

The Lecture Committee Selection Committee Co-Chairs, in conjunction with the student government Public Relations Executives and Lecture Committee and its chair. The public relations campaign shall include, but is not limited to, posting all applications and information pertaining to available positions on the UISG and ECGPS websites. Distributing fliers in the academic buildings and residence halls per approved university policies, placing Daily Iowan and Cambus advertisements, and creating a Facebook group are all up to duty discretion of Lecture Committee. Lecture Committee is financially responsible for advertising.

3.2 Completed Applications

Completed applications shall consist of a cover letter expressing interest in and experience with the Lecture Committee for which they are applying, a current resume, and the application form. If applicants are interested in a chair position, they shall indicate interest on the application form and submit an addition 250-word statement about their leadership experiences and their rationale for seeking the chair position.

3.3 Application Consistency and Co-Chair Responsibility

Committee members shall not show favoritism for one applicant over another. The information that is made available to Committee members shall be consistent for all applicants. It is the responsibility of the Lecture Committee Selection Committee Co-Chairs to ensure the consistency in the applications reproduced for the Committee members. If a candidate submits additional application materials and the information was not required, the Co-Chairs shall disregard the additional application materials and shall not distribute it to the Lecture Committee Selection Committee.

3.4 Late Applications

Late applications shall not be accepted except in the case of extreme circumstances. Such situations shall be evaluated in a case-by-case basis jointly by the Co-Chairs. Material submitted late, which is intended to be included in an application, will not be accepted. Finally, a Lecture Committee Selection Committee member shall not distribute additional materials on behalf of an applicant at any point prior, during or after the nominations process.

3.5 Screening of Applicants and Interviews

In the case of more than 15 applicants for Lecture Committee, the Lecture Committee Selection Committee shall convene prior to the interview date to narrow the list of interviewees to 15 prospective Lecture Committee members.

4.0 Confidentiality Information

4.1 Written Agreement

A written agreement to maintain confidentiality of what transpires during interviews, deliberations and voting shall be signed by each Lecture Committee Selection Committee member before the interview process begins. The written agreement is as follows:

I, [Insert Name], agree to maintain confidentiality in regards to information disclosed during interviews, deliberations and voting. I will not at any time disclose this information to anyone outside the current Lecture Committee Selection Committee membership. I also will maintain confidentiality regarding the selected applicants and selected chairs. I will not disclose this information until such time as the applicants have been informed by the Co-Chairs of the Lecture Committee Selection Committee as to whether or not they were selected.

Signed,

[Insert Signature]

4.2 Confidentiality Breach

If any Lecture Committee Selection Committee member breaches confidentiality, they are subject to expulsion from the Committee at the joint discretion of the Co-Chairs.

5.0 Interviews

5.1 Interview

All applicants shall be interviewed within the same day. Interviews for Lecture Committee members shall last approximately 15 minutes. The exact time breakdown of the 15 minute interviews shall be determined jointly by the Co-Chairs and if the applicant has been interested in the position of Lecture Committee Chair they shall be allotted five additional minutes.

5.2 Committee Breaks The Lecture Committee Selection Committee shall have the option of taking ten-minute breaks every two hours. Lunch and dinner breaks shall be scheduled for the Lecture Committee Selection Committee.

5.3 Interviewee Absences and Rescheduling

If an interviewee is late or fails to attend their interview, their ability to reschedule is at the joint discretion of the Co-Chairs.

5.4 Absentee and Phone Interviews

During interviews, quorum shall be all members of the Lecture Committee Selection Committee. If quorum is not reached, the interviews shall be rescheduled under the discretion of the Co-Chairs.

If an interviewee cannot attend an on-site interview and has a legitimate reason for not being able to attend (e.g., he or she is studying abroad during that semester), the Committee shall allow a

phone interview in lieu of an on-site interview. The request for such an arrangement is the responsibility of the interviewee.

5.5 Observers/Ex-officio Members Prohibited

Observers and Ex-Officio members are NOT allowed to participate in any of the Lecture Committee Selection Committee proceedings including the interviews.

5.6 Conflicts of Interest

If Lecture Committee Selection Committee members have a conflict of interest regarding a certain position (e.g., also having applied for the position), they shall make this conflict of interest known to the entire Committee and they shall recuse themselves from interviews, deliberations, and voting on the relevant position.

5.7 Line of Questioning

The committee will use a pre-determined standardized set of questions to facilitate the interview. The questions will be generated from members of Lecture Committee, UISG, and ECGPS. The final configuration of questions will be determined by the Co-Chairs.

6.0 Deliberations and Selection Process

6.1 Education of Lecture Committee Selection Committee

The Lecture Committee Selection Committee members shall be made aware of the mission and function of the Lecture Committee. The Lecture Committee Selection Committee Co-Chairs shall provide copies of relevant documents to the members prior to interviews. It is the responsibility of the Lecture Committee Selection Committee members to review these documents prior to the selection meetings.

6.2 Deliberation Content Guidelines

Before deliberations occur, Lecture Committee Selection Committee members shall agree on what information is and is not appropriate to discuss regarding interviewees. Personal biases shall have no place in the discussion, and neither shall personal experiences with the interviewees that have no relation to the interviewee's ability to effectively assume the position.

6.3 Deliberation Time Limits

Before deliberations occur, the Lecture Committee Selection Committee members shall decide on time limits for discussion. Once this time limit is agreed upon, the Co-Chairs shall enforce it. If a majority of the members believe that the time allowed was not sufficient, a new time limit can be established by a majority vote.

6.4 Voting Process

Seven total votes will be cast by the Committee: four votes from UISG, two votes from ECGPS, and one vote from the two members of Lecture Committee. Lecture Committee members must reach a consensus or abstain.

6.5 Voting Confidentiality

In contentious cases, to maintain confidentiality and to ensure that each member is not influenced by others' votes, voting shall occur by paper ballot. This will be at the discretion of the Co-Chairs and they will count and record the votes.

7.0 Decision Notifications and Confirmation

7.1 Notification

After the Lecture Committee Selection Committee has made its decisions and before its decisions are presented to the ECGPS and the UISG, the Committee's decisions shall be made public by posting the decisions on the UISG and ECGPS websites the week prior to spring break. It shall be noted at the time of posting that the selections are subject to confirmation by the ECGPS, UISG and the Office of the President. However, ECGPS or UISG shall not change the appointees during the confirmation process. In addition, the decisions shall be emailed to the applicants by the Co-Chairs.

7.2 Language of Notification

For notification of results, the following language shall be used:

The results of the Lecture Committee Selection Committee are posted online. Please note that these are recommendations that must be confirmed by both UISG and ECGPS. Following confirmation from the two governments, the names will be forwarded to the Office of the President for approval and official appointment by the President. Once the official appointments are complete, you will be contacted by your individual Committee Chair. Thank you for your service.

7.3 Declining Appointments

If appointees are not able or willing to fill a position, they shall have seven days to decline their appointment by contacting the Lecture Committee Selection Committee Co-Chairs in writing, e-mail notification is acceptable. This will allow for a better assessment of open positions to be filled at the earliest possible opportunity.

7.4 Committee Member Confirmation

The Lecture Committee Selection Committee submits decisions for confirmation by both UISG and ECGPS. Selections shall be confirmed by both the UISG and the ECGPS by a majority vote of those representatives present and voting. The Spring Selection decisions shall be confirmed at the next meeting of both UISG and ECGPS following the interviews. The Fall Selection

decisions, if necessary, shall be confirmed at the next meeting of both UISG and ECGPS following the interviews. Upon confirmation of both bodies, the selections for Committee members will be presented to the Office of the President by the Presidents of UISG and ECGPS, or their designees. If the decisions fail confirmation by UISG and ECGPS, they will be remanded to the Lecture Committee Selection Committee for further deliberation.

7.5 Committee Chair Conformation

The Lecture Committee Selection Committee selects the chair for Lecture Committee. Chair selection shall follow the same confirmation procedure as appointments of committee members discussed in section 7.3. Upon confirmation of both bodies, the selections for the Committee chair will be presented to the Office of the President by the Presidents of UISG and ECGPS, or their designees. The advancement of Chair selection to the Office of the President is procedural and does not allow for the UISG President and/or the ECGPS President to alter the appointments of the chair.

8.0 Replacing Committee Members

8.1 Alternate Member Selection

In the event of having a greater number of qualified applicants than positions available on the Committee, a rank-order list of alternate selections for the Committees shall be generated at the time of interviews to assist in filling potential vacant positions throughout the coming year. Alternates take the place of students who decline their positions or who are unable to complete their terms. This list also shall be made available to the advisors of Lecture Committee, UISG, and ECGPS for transition purposes.

8.2 Vacancy Recruitment and Approval

If Lecture Committee has a vacancy, it is has the responsibility of contacting the ECGPS and UISG for recruitment of students to serve on their respective Committees. Previous applicants placed on the rank-order list will be contacted first to fill the vacancy. If this list is insufficient, Students shall be recruited to complete a Lecture Committee application form and shall be jointly approved by the Lecture Committee Selection Committee Co-Chairs. The Lecture Committee Selection Committee Co-Chairs shall submit their decisions for confirmation by both UISG and ECGPS. Both the ECGPS and the UISG, according to their respective by-laws/charter, shall confirm the nomination.

8.3 Chair Vacancy Recruitment and Approval

Student chairs wishing to vacate their position must contact the Lecture Committee Selection Committee in writing before resigning from their position. Upon resignation, if the Lecture Committee is operating status, then they may elect a chair from their committee ranks. The Lecture Committee Selection Committee will determine the current functionality of the committee, by meeting with the current committee members assessing how organized the committee is (i.e., the committee is three months into the academic year and has begun planning

for events). If the Lecture Committee Selection Committee confers that the committee is operational status, then the committee will choose amongst themselves for a chair replacement. The Lecture Committee Selection Committee will need to fill the member vacancy (see 8.2 for guidelines). The ECGPS and the UISG, according to the respective governments by-laws, shall confirm the nominated chair. The Office of the President has final approval of the nomination.

If the Lecture Committee Selection Committee decides the committee is not operational (i.e., the committee has not met nor has begun planning the committee agenda) or the committee would like to, then the chair position will be opened to all eligible students. Interested candidates will complete a Lecture Committee Selection Committee application. The Lecture Committee Selection Committee will hold special interviews specifically for the chair position. The Lecture Committee Selection Committee Co-Chairs shall submit their decisions for confirmation by both ECGPS and UISG. Both the ECGPS and the UISG, according to their respective by-laws, shall confirm the nomination. The Office of the President has final approval of the nomination.

9.0 Revision and Approval of Lecture Committee Selection Committee Procedures

9.1 Review of Procedures

These Lecture Committee Selection Committee Procedures shall be reviewed as needed by both UISG and ECGPS. This review shall occur during the Fall Semester in order to allow for ratification at the First UISG and ECGPS meetings of the Spring Semester.

9.2 Approval of Procedures

Upon the ratification of the Lecture Committee Selection Committee Procedures by a majority of both UISG and ECGPS this document becomes binding.

Appendix I. Interview Questions

Interview Outline: The Lecture Committee Selection Committee will ask all candidates the four asterisked questions. If the student is interested in a chair position, ask chair questions after 2nd asterisk question (and the lecture committee question if applicable). The Lecture Committee Selection Committee may use these questions as foundation and asks additional questions as the selection committee sees fit.

Asterisked Questions:

* Concerning the Lecture Committee, what qualities, skills, or experiences will you bring to the committee? (A follow-up questions is warranted, if needed.)

*Thinking about your schedule for the next academic year (*if the fall, for this academic year*), what other non-academic/employment activities will you be engaged in?

*One important responsibility of the Lecture Committee is to manage all aspects of each lecture—including venue, catering, collaboration with co-sponsors, marketing, etc. Tell us about your experience with event planning and event management.

*A major duty of Lecture Committee is to deliberate over what speakers to invite and which campus events to co-sponsor. What are the criteria you would use to determine whether we should invite a speaker or not?

Chair Questions:

You are interested in the chair position? What leadership experience(s) can you draw from if nominated to the chair position?

Do you have any experience serving on a similar committee, group, or organization?

Do you have an agenda or theme you would like to implement or explore as chair of Lecture Committee?

Final Question:

*Is there anything about yourself that you wish to tell the committee that you have not already done so elsewhere?