



UISG and ECGPS Joint-Nominations Committee

Last updated 09-10--2013

The Nominations Committee procedures are used for All-University Committees, Presidential Charter Committees, and the Student Judicial Court.

Table of Contents

- 1.0 Nominations Committee Procedures Timeline
 - .1 Spring Timeline
- 2.0 Selection of Nominations Committee
 - .1 Co-Chairs
 - .2 Duties of Co-Chairs
 - .3 Committee Composition
 - .4 Committee Member Expectations
- 3.0 Solicitation of Applications
 - .1 Advertising and Marketing
 - .2 Completed Applications
 - .3 Application Consistency and Co-Chair Responsibility
 - .4 Late Applications and Applicant Materials
- 4.0 Confidentiality Information
 - .1 Written Agreement (included)
 - .2 Confidentiality Breach
- 5.0 Interviews
 - .1 Interview Categories (Student Judicial Court, All-University Committees, and Presidential Charter Committees)
 - .2 Committee Breaks
 - .3 Interviewee Absence and Rescheduling
 - .4 Absentee and Phone Interviewing
 - .5 Observers/Ex-Officio Members Prohibited
 - .6 Conflicts of Interest
 - .7 Line of Questioning and Consistency
- 6.0 Deliberation and Selection Process
 - .1 Education of Nominations Committee Members
 - .2 Deliberation Content Guidelines
 - .3 Deliberation Time Limits
 - .4 Voting Process
- 7.0 Decision Notification and Confirmation
 - .1 Notification
 - .2 Language of Notification
 - .3 Declining Appointments
 - .4 Committee Member Confirmation
 - .5 Chair Selection and Confirmation
- 8.0 Replacing Committee Members
 - .1 Alternate Member Selection
 - .2 Vacancy Recruitment and Approval
 - .3 Chair Vacancy Recruitment and Approval
- 9.0 Revision and Approval of Nominations Procedures
 - .1 Review of Procedures
 - .2 Approval of Procedures

1.0 Nominations Committee Procedures Timeline

1.1 Spring Timeline

Nominations Committee members shall be selected and approved by late spring of the previous year.

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

Applications shall be available by Monday of the last week of February.

Completed applications, as outlined in 3.2, shall be submitted the Tuesday before Spring Break.

Application and interview information, as outlined in section 2.2, shall be available for to Nominations Committee members no later than the Wednesday after Spring Break.

Committee* interviews, deliberations, and voting shall be the weekend following first week of classes following Spring Break.

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 Selection of Nomination Committee Members

2.1 Co-Chairs

The Nominations Committee shall be co-chaired by a UISG Senator, 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

The duties of the co-chairs prior to the interview process are to oversee the public relations campaign, which is executed by the Public Relations Executive, and to compile necessary information for Nominations Committee members. This information shall include completed applications, position vacancies and descriptions, desirable attributes for positions, the Nominations Committee Procedures and mission/function information for each committee. This information shall be given to Committee members at least three days prior to the interviews.

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.

*Footnote: Any reference to committee or committee members throughout the document (excluding Nominations Committee references) includes Student Judicial Court, All-University Committees, and Presidential Charter Committees.

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 Nominations Committee Procedures and other applicable rules are followed.

2.3 Committee Composition

The Nominations Committee shall be composed of six members: two graduate/professional students and four undergraduate students, including the co-chairs.

Undergraduate members must be current UISG Senators, and graduate/professional members must be current ECGPS members. During 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 nominations Committee.

2.4 Committee Member Expectations

Nominations Committee members must be present for all interviews. With the exception of member recusal (see section 5.6), members may only be allowed absence from one interview FOR EACH COMMITTEE POSITION. If Committee members violate these stipulations they will forfeit their vote for the relevant position.

Nominations 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 Nominations Committee Co-Chairs, in conjunction with the Public Relations Executive are responsible for advertising the available positions. 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, submitting ITS screensavers, and creating Facebook group. The Nominations Committee Co-Chairs shall notify current committee chairs of the position vacancies and the Nominations committee timeline.

3.2 Completed Applications

Completed applications for position vacancies shall consist of a cover letter expressing interest in and experience with the Committees 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 additional 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 Nominations Committee Co-Chairs to ensure the consistency in the applications reproduced for the Committee members. If additional application materials are submitted by a candidate and the information was not required, the co-chairs shall disregard the additional application materials and shall not distribute it to the Nominations Committee.

3.4 Late Applications

Late applications shall not be accepted except in the case of extreme circumstances. Such situations shall be evaluated on 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 Nominations Committee member shall not distribute additional materials on behalf of an applicant at any point prior, during or after the nominations process.

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 Nominations 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 Nominations 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 Nominations Committee as to whether or not they were selected.

Signed,

[Insert Signature]

4.2 Confidentiality Breach

If any Nominations 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 Categories (Student Judicial Court, All-University Committees, and Presidential Charter Committees)

There are three categories of applicants to be interviewed: those applying for positions on Student Judicial Court, all-University Committees, and Presidential Charter Committees. Different time segments may be allotted for the different types of positions. All applicants applying for positions within a specific category shall be interviewed within the same day, preferably with all applicants within a particular category being interviewed consecutively. Interviews for Committee members shall last approximately 10 minutes. If an applicant has indicated an interest in serving as chair they shall be allotted an additional 5 minutes. The exact time breakdown of how the 10 minute interviews for Committee members or 15 minute interviews for chairs is allocated, shall be determined jointly by the co-chairs.

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

5.3 Interviewee Absence 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 one graduate/professional student and 3 undergraduate students. 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 Nominations Committee proceedings, including the interviews.

5.6 Conflicts of Interest

If 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 standardized set of questions to facilitate the interview. See Appendix I for a list of suggested questions. The committee will not modify the list during the interviews and it is the co-chairs responsibility to ensure adherence to the questions.

6.0 Deliberation and Selection Process

6.1 Education of Nominations Committee

The Nominations Committee members shall be made aware of the mission and function of the Student Judicial Court, All-University Committees and the Presidential Charter Committees. The Nominations Committee Co-Chairs shall provide copies of relevant documents to the members prior to interviews. It is the responsibility of the Nominations Committee members to review these documents prior to the selection meetings.

6.2 Deliberation Content Guidelines

Before deliberations occur, Nominations 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 Nominations 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 as though the time allowed was not sufficient, a new time limit can be established by a majority vote.

6.4 Voting Process

The voting process can vary from year to year based on the personal preferences of the co-chairs. However, 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 Notification and Confirmation

7.1 Notification

After the Nominations 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 student government's websites 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.

7.2 Language of Notification

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

The results of the ECGPS and UISG Joint Nominations Committee are now 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 Nominations 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 Nominations Committee submits decisions for confirmation by both UISG and ECGPS. Nominations shall be confirmed by both the UISG and the ECGPS by a majority vote of those representatives present and voting. The Spring Nomination decisions shall be confirmed at the next meeting of both UISG and ECGPS following the interviews. The Fall Nomination decisions 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 Nominations Committee for further deliberation.

7.5 Committee Chair Confirmation

The Nominations Committee selects the chairs for those Committees which are to be chaired by students. Chair nominations shall follow the same confirmation procedure as appointments of committee members discussed in section 7.3. Upon confirmation of both bodies, the selections for committee chairs will be presented to the Office of the President by the Presidents of UISG and ECGPS, or their designees. The advancement of Chair selections 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 chairs.

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 various Committees, a 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. These alternates shall be ranked in order of preference for serving on a given Committee. For example: preferred candidate alternate listed as #1, second preferred alternate listed as #2 and so on. This list is for internal purposes of the Nominations Committee and will be transitioned to the new Nominations Committee Co-Chairs so that they are able to fill open positions throughout the next school year. This list also shall be made available to the advisors of both UISG and ECGPS for transition purposes.

8.2 Vacancy Recruitment and Approval

For Committees with student vacancies after the late spring appointments, committee chairs for Student Judicial Court, All-University Committees, and Presidential Charter Committees have the responsibility of contacting both the ECGPS and UISG Presidents for recruitment of students to serve on their respective Committees. Students who are recruited in serve by the presidents shall be officially nominated by the presidents, and the nominations forwarded to UISG and ECGPS for confirmation according to each governments respective by-laws/charter.

8.3 Chair Vacancy Recruitment and Approval

Student chairs wishing to vacate their position must contact the Nominations Committee in writing before resigning from their position. Upon resignation, if the committee is operating status, then they may elect a chair from their committee ranks. The Nominations 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 Nomination Committee confers that the committee is operational status, then the committee will choose amongst themselves for a chair replacement. The Nominations Committee will need to fill the member vacancy (see 8.2 for guidelines). The ECGPS and the UISG, according the respective governments by-laws, shall confirm the nominated chair. The Office of the President has final approval of the nomination.

If the Nominations 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 Nominations Committee application. The Nominations Committee will hold special interviews specifically for the chair position. The Nominations 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 Nominations Procedures

9.1 Review of Procedures

These Nominations 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 Nominations Committee Procedures by a majority of both UISG and ECGPS this document becomes binding.

Appendix I.
Interview Questions

Directions: The Nominations Committee will ask all candidates the four asterisk questions. If the student is interested in the lecture committee, ask that specific question after the 2nd asterisk question. If the student is interested in a chair position, ask chair questions after 2nd asterisk question (and the lecture committee question if applicable).

1st Two * Questions:

*Your top 3 choices of committees are <insert committee names here>. Thinking about these specific committees what qualities, skills, or experiences will you bring to the committee? *(If the interviewee only talks about skills, ask a follow-up probe about experiences/qualities.)*

*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?

Lecture Committee Question:

You have indicated an interest in the lecture committee. What event/speaker planning experience do you possess?

If you were elected to the lecture committee, what individual are you interested in inviting to the University?

Chair Questions:

You are interested in the chair position for <insert committee name here>, what leadership experience will you draw on if nominated to the chair position?

Do you have any experience with the committee or a similar committee/group?

Do you have an agenda or theme you would like to implement or explore as chair of <insert committee name here>?

General Question:

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

Final Question:

*If your top three choices were unavailable to you, would you consider a nomination for another committee?

Appendix II. Presidential Charter

- All committee members to serve one year term unless otherwise specified
- An asterisk symbol (*) denotes a student chair position available
- Positions are available to all students (undergraduate, graduate, or professional) unless otherwise specified.

Campus Planning (3 positions): Work with issues concerning the physical campus, its facilities, its uses and its continued development.

Council on Teaching (4 positions): Discusses the needs in the area of teaching and recommends appropriate programs. Reviews procedures regarding evaluation of instruction, experimental programs, registration, convocations, and the calendar. Advises on development of proposals for outside funding for promotion of teaching, and administers existing programs related to support of teaching.

Diversity (4 positions): Consider and recommend actions that will help support and fulfill diversity-related commitments made by the University under the University of Iowa Strategic Plan and other University programs, plans, and policies (2 undergraduates, 1 professional, and 1 graduate student)

Family Issues (3 positions): Reviews and recommends on the implementation of University childcare programs and plans. Reviews and recommends on the development and implementation of parenting and family care policies for faculty, staff, and students.

***Financial Aid Advisory (6 positions):** Advises on policies and procedures of counseling services and criteria for evaluation applications for student financial assistance. (3 undergraduate, 2 graduate, 1 professional students)

***Hancher Auditorium (6 positions):** Advises the Director of Hancher Auditorium on policies relating to the use of the auditorium or event selection, on public relations to programs for Hancher, and on the educational, promotional, and financial aspects of its programs.

Human Rights (3 positions): When no other grievance procedure exists, this committee receives and investigates complaints of discrimination according to general University policy; attempts to eliminate discrimination through fact-finding and education and recognizes the outstanding achievements in promotion and protection of human rights.

Information Technology Advisory (2 positions): Provides advice to the Chief Information Officer and other campus leaders on IT issues of wide interest. Recognize present and future needs of faculty, staff, and students for computing services and formulate recommendations to maintain balance.

***Lectures (7 positions):** Stimulate thought, discussion, and engagement by selecting an intellectually diverse program that brings the broader University of Iowa communities face-to-face with the world's notable thinkers throughout each academic year.

Parking and Transportation(4 positions) : Advises on short- and long-term plans for campus traffic and other modes of transportation, regulations, fees and appeal procedures for parking violations, and coordination of University transportation and facilities.

***Recreational Services (5 positions):** Advises on rules, schedules, and fees for University recreational facilities, plans for modification or expansion of such facilities, and programs to ensure that recreational facilities are available to the entire University community.

Research Council (2 positions): Evaluates and recommends the funding of proposals for research and advises in the formulation, review, and application of policy for University research and provides a forum to inform members about research opportunities. (1 graduate student)

***Student Health Services (6 positions):** Advises on health care provided to students and student families, provides information concerning student health insurance plans, advises on student participation in health surveys, and dissemination of information to the campus community about the availability of health care.

University Libraries (4 positions): Advises the University Librarian on matters pertaining to the development of the collections and services of the University Library System. (2 undergraduate and 2 graduate or professional)

University Safety and Security (3 positions): Reviews and advises Administration regarding operation of the University Security Force. Primary concerns include effectiveness of Public Safety in fulfilling public services and law enforcement functions. In addition, the committee provides recommendations regarding the hiring, training, and compensations of security employees.

For more details, please visit: http://www.uiowa.edu/president/charter_committees/index.html

Appendix III.

Student Elections Commissioner and Student Judicial Board

- All committee members to serve one year term unless otherwise specified
- An asterisk symbol (*) denotes a student chair position available
- Positions are available to all students (undergraduate, graduate, or professional) unless otherwise specified.

Student Elections Commissioner (1 position): Has original jurisdiction over all rules, infractions, and questions arising out of election procedure. The rules are set forth by statutory order of the SEC. The SEC will hear all cases of election irregularities, discrepancies and violations of election rules. (Undergraduate students only)

Student Judicial Board (5 positions): The SJC shall have the authority to render advisory opinions upon the request of the UISG President, the ECGPS Chair, the SA or any senator who currently holds a seat in any of the senates. They have jurisdiction to interpret the PSGI Constitution, its by-laws, and any amendments hereto. The SJC shall also have appellate jurisdiction over disputes heard by the SEB or STC.

Appendix IV. Additional University Committee Descriptions

- All committee members to serve one year term unless otherwise specified
- An asterisk symbol (*) denotes a student chair position available
- Positions are available to all students (undergraduate, graduate, or professional) unless otherwise specified.

Presidential Committee on Athletics (1 position): Has the responsibility for formulation and enforcement of University policy with respect to Big Ten Conference Rules (*Non-Charter*).

Sustainability Advisory Committee (1 position): Advises the Director of the Office of Sustainability and the President's Sustainability Steering Group on policies and practices relate to sustainability. Key areas of interest are energy conservation and renewable energy; sustainable materials and life-cycle costs; green buildings and environmental friendly designs for new construction; reduction of carbon footprint; and the role of sustainability research and education in the academic mission (*2-year term*).

IMU Advisory Committee* (5 positions): Advise the Directors in formulating and reviewing general policies for events presented to the University community and others. Provide feedback as requested on annual schedule of music, theater, dance, and the other performing arts, provide suggestions as requested on methods to increase revenue and audience

UI Center for Human Rights Advisory Committee (3 positions): Advises the Administration on policies concerning Human Rights on campus. Handles human Rights complaints made through the University.