EDINBORO UNIVERSITY OF PENNSYLVANIA - UNIVERSITY PROCEDURE

STUDENT TRUSTEE SELECTION

OBJECTIVE

The intent of this procedure is to establish guidelines for the selection of a Student Trustee to the Edinboro University Council of Trustees in accordance with Act 1982-188, as amended, and the Board of Governors Policy 1983-26, Student Trustee Selection (adopted 9/20/83). This procedure was developed in consideration of guidelines presented by the Pennsylvania Association of Councils of Trustees as recommended to the State System of Higher Education institutions on 3/4/97.

Section 20-2008-A(b) of Act 1982-188, as amended, requires that "One (1) member of each council shall be a full-time undergraduate student in good academic standing, other than freshman, enrolled for at least twelve (12) semester hours at the institution of which he/she is a trustee. The student member shall serve a term of four (4) years or for so long as he/she is a full-time undergraduate student in attendance at the institution of which he/she is a trustee, whichever period is shorter, and is in good academic standing. Vacancies occurring before the expiration of the term of any member shall be filled in like manner for the unexpired term."

The Board of Governors Policy 1983-26, Student Trustee Selection, provides that, "Each university shall develop procedures for the nomination of the student member of its council of trustees which shall be reviewed and approved by the Chancellor."

In accordance with the above, Edinboro University will utilize the procedures outlined below for the selection of a Student Trustee.

PROCESS

No less than 120 days prior to the expected graduation of the incumbent student trustee, the selection process will begin. The Vice President for Student Affairs and Student Success, in consultation with the Student Government Association President, will select a chairperson. The chairperson shall consult with the Vice President for Student Affairs and Student Success to determine the details regarding public notification of the impending vacancy. During this time, a date for an informational session for interested candidates will be established in addition to a deadline for candidacy applications and interview dates.

Requests for candidate applications should be widely publicized on the University campus through the various media available (i.e., student newspaper, campus radio and television stations, bulletin boards, the In Touch newsletter, daily announcements at the University Center, the world-wide web and through public address facilities available at the University dining hall) for a period of not less than two weeks. The established application deadline should be part of the publicity. Applications may be found at the Baron-Forness Library Circulation Desk and the University Center Information Desk.
Eligible candidates shall be at least a first semester sophomore but no more than a second semester junior (with no more than 95 credits) in good academic standing and shall use the approved application form which shall include 1. biographical information, 2. activities and awards, 3. academic information, 4. a statement of interest in the position, 5. three letters of recommendation. (Sample application and rating forms are attached.) The search and selection committee will review all applications for eligibility and place a copy of the application forms of the students who will be interviewed at the Baron-Forness Library Circulation Desk and the University Center Information Desk. The availability of this information will be publicized in a manner similar to that recommended previously for the candidacy process.

The final candidates will interview with the selection committee, comprised of the following: Incumbent student trustee, SGA officer, Residence Hall Council representative, Intercultural Diplomat/AFRICA representative, Non-traditional student, student athlete, International student, Fraternity/Sorority representative, OSD student, Highland Ambassador representative, Spectator/ENN/WFSE representative, and a Faculty Marshal. The Vice President of Student Affairs and Student Success will serve as the ex officio.

**SUBMISSION OF RECOMMENDATIONS**

The chair of the selection process shall submit the application file of the successful candidate to the University President for forwarding to the Chancellor no less than 60 days before the incumbent student trustee will graduate. After the candidate is interviewed in Harrisburg, the Chancellor shall forward the nomination to the chair of the Board of Governors who shall forward the System’s recommendation to the Governor for appointment. In the event that the student is not appointed by the Governor, materials for the candidate considered as the alternate shall be ready for submission. The secretary to our Council of Trustees shall provide administrative support to this process.

Approved By Frank G. Pogue, President Effective January 1, 2001

Review Date: As Required Procedure Number P007

Student Affairs