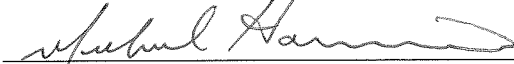


EDINBORO UNIVERSITY OF PENNSYLVANIA - UNIVERSITY PROCEDURE

Procedure: **STUDENT TRUSTEE SELECTION**

Procedure No. **P007**

Supersedes Procedure No. P007, Dated 01/01/01, and 11/24/15

Recommended for Approval by 
Dr. Michael Hannan
Provost and Vice President for Academic & Student Affairs

Approved by  on 11/5/2019
Dr. Guiyou Huang, President Effective Date

Review Date: As Required

INTENT

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.

PROCEDURES

No less than 120 days prior to the expected graduation of the incumbent student trustee, the selection process will begin. The Provost and Vice President for Academic & Student Affairs, in consultation with the Student Government Association President, will select a chairperson. The chairperson shall consult with the Provost and Vice President for Academic & Student Affairs 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) 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 Pogue Student Center Information Desk and online.

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

The Provost and Vice President for Academic & Student Affairs will review all applications for eligibility. The final candidates will interview with the selection committee, comprised of the following: Incumbent student trustee, SGA officer, Residence Hall Association representative, Center for Diversity & Inclusion representative, Non-traditional student, student athlete, International student, Fraternity/Sorority representative, Office for Accessibility Services (OAS) student, Highland Ambassador representative, Spectator/ENN/WFSE representative, and a Faculty Marshal. The Provost and Vice President for Academic & Student Affairs will serve as the ex officio.

SUBMISSION OF RECOMMENDATIONS

On behalf of the selection committee, the Provost and Vice President for Academic & Student Affairs 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 Office of the Provost and Vice President for Academic & Student Affairs shall provide administrative support to this process.

Approved By: Dr. Guiyou Huang
 Effective: November 6, 2019
 Review Date: As Required

RELATED POLICIES, CODES and PROCEDURES

Student Code of Conduct

CONTACT INFORMATION

Contact	Office	Address	Telephone
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