

## **Ad Hoc Committees Student Member Selection Process**

### **Background**

The President or the Provost may elect to establish committees to address discrete issues as they arise on campus. The composition and method of selection for ad hoc committees is at the discretion of the President/Provost. The committee's role is to serve in an advisory capacity to the President/Provost. Students, faculty staff and others may be invited to serve as full, voting members on ad hoc committees. Alternatively, the President/Provost may determine that it may be more effective to solicit feedback from community members through other means such as focus groups or email solicitation.

### **Role of Committee Members**

All committee members serve with an objective to represent the best interests of the entire university and need to be open to multiple perspectives. The committees are not intended to represent any particular constituencies, however, but rather to consider issues impartially. It is possible that committee members have heard, or even participated in, discussions on the issue. However, the committee's role is to ascertain the relevant facts through the committee's fact-finding process and consider applicable principles with an open mind. Advocacy groups and stakeholder perspectives may provide input on the issue through other methods, as determined by the President/Provost and/or the committee chair.

### **Qualifications**

Applicants must verify that they will be full-time students for the entirety of the academic year in which they will serve on the committee. Students must be in "good standing" at the time of selection and maintain that status throughout the period in which they serve. Students who become part-time students whose academic performance falls below a "good standing" status will be asked to step down from their committee assignment. Student members must notify chair of such changes in status.

Students, both graduate and undergraduate candidates, must maintain their student status throughout their term as ad hoc committee members. Students likely to complete their degree programs prior to the conclusion of the assignment are not eligible to apply.

### **Attendance**

Ad hoc committees will meet in accordance with the charge of the committee. It takes a certain interest and/or expertise at the outset of the appointment and a dedicated effort to understand the workings of the committee and to be able to make valuable contributions. This may take time outside of actual committee meetings. Applicants should verify that they will attend all ad hoc committee meetings. Failure to attend all meetings for reasons other than health-related may result in the revocation of membership.

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### **Selection Processes for Student Members**

The selection processes used by the President and Provost have slight differences and are described separately below.

#### **Office of the President**

1. The Office of the President will seek a slate of multiple nominees for ad hoc committee memberships available to students. The President will determine the source for nominations, which may include the ASSU Nominations Commission (NomCom), self-nominations and nominations from members of the campus community. All parties nominating students should make it clear to the nominee that the submission of the nomination does not entitle the nominee to a position on the committee. The selection of the members of the committee ultimately will be determined by the committee chair and the Office of the President.
2. The Office of the President may ask NomCom to solicit applications from students interested in serving on the ad hoc committee. NomCom will make every effort to present the Office of the President with at least two and no more than three nominations for each available slot. NomCom will not nominate the same student to more than one committee in the same year.
3. After the initial nomination, students who advance to the next stage of the selection process will be asked by the ad hoc committee chair to submit:
  - a. A resume
  - b. A statement in interest including information to demonstrate any background or other factors indicating particular interest and knowledge about the general topic to be addressed by a particular committee
  - c. The names of two or more campus references
4. The committee chair will review the application materials and will reach out to the selected candidates to conduct his/her own interview of the student nominee, approve the nomination and extend an invitation to serve in the committee. Once the student accepts, the ad hoc committee chair informs the Office of the President. The student committee member is then confirmed and appointed by the President.
5. The Office of the President will send the appointment letter to the new student committee member and inform the NomCom chair, if engaged in the process, of the names of all student committee members once the process is complete.

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### **Office of the Provost**

In general, the committees appointed by the Provost do not seek input of the ASSU Nominations Commission (NomCom). There are frequently student members on search committees, but because of the confidential nature of the search process, student names (if needed) are solicited through other means. There are cases where it may be appropriate to go to NomCom for nominations of student members. Parties nominating students should make it clear to the nominee that the submission of the nomination does not entitle the nominee to a position on the committee, but as with the Academic Council Committee on Committees (COC) when names are solicited, they are recognized as nominations only. Individuals may be selected from these lists of nominees and they may not. In trying to develop a committee, the Provost tries to develop diversity, breadth across an area, and special expertise to inform the work of the committee.

If the Provost determines that nominees from NomCom are a source of suggestions for committee membership the following steps will apply with the understanding that final committee membership will ultimately be determined by the Provost and/or the committee chair:

1. The Office of the Provost may ask NomCom to solicit applications from students interested in serving on the ad hoc committee. NomCom will make every effort to present the Office of the Provost with at least two and no more than three nominations for each available slot. NomCom will not nominate the same student to more than one committee in the same year.
2. After the initial nomination, students who advance to the next stage of the selection process will be asked by the ad hoc committee chair to submit:
  - a. A resume
  - b. A statement in interest including information to demonstrate any background or other factors indicating particular interest and knowledge about the general topic to be addressed by a particular committee.
  - c. The names of two or more campus references.
3. The Provost or the Provost's designee (or committee chair) will review the application materials and will reach out to the selected candidates to conduct his/her own interview of the student nominee, approve the nomination and extend an invitation to serve in the committee.

### **Confidentiality**

Committee members are expected to treat the discussions in the committee meetings as confidential to assure open discussion on complex issues. All internal oral and written communications by committee members and staff, whether or not attributed, will be confidential both during the committee's existence and afterwards. The committee's deliberations will not be recorded or disseminated in any way, aside from recordings requested by the chair. During the committee's existence, only the committee chair will communicate about the committee's process and deliberations to the broader Stanford, local, or national communities. Failure to maintain confidentiality is cause for disciplinary action.