



January 2011

Fellow UNE Students

Are you looking for a new leadership opportunity unlike any other? The application process has begun to fill two **student trustee positions** for 2011-2012, one for each campus. Each is a full voting member of the University Board of Trustees, and attends all meetings that are held throughout the year. The new student trustee-elects will start shadowing us at our March Trustees meeting, and will take over as full members after the Board of Trustees meeting in May. Student trustees are also responsible for co-chairing the Representative Council made up of members from all student government organizations located on the Biddeford and Portland campuses.

Enclosed you will find the application materials for this position including:

- Application Time-line
- History of the Position
- Application Instructions
- Petition Form for Student Signatures
- Candidate Evaluation Forms (3)

We strongly encourage you to apply for this unusual opportunity to have real input on the Board which guides the future of UNE. If selected as a student trustee-elect, you will meet some extraordinary people while bringing a very unique student perspective to the UNE Board of Trustees.

We will be planning a question-and-answer session on each campus to address the process that you have about this important role for students. If you have questions in the meantime, please feel free to contact us directly!

Sincerely,

John J. Johnson, Jr.
Student Trustee, Biddeford Campus
College of Osteopathic Medicine, 2nd Year Student
Jjohnson16@une.edu

Emily A. Bourret
Student Trustee, Portland Campus
College of Pharmacy, 2nd Year Student
ebourret@une.edu



Student Trustee-Elect Applicant Information Packet 2011-2012

Application Time-Line

<p>Tuesday February 8, 2011 By 5:00 p.m.</p>	<p>Submission deadline for all candidate materials to one of the following locations:</p> <ul style="list-style-type: none"> • Office of Student Affairs BC, Decary Hall Room 129 • Constituent Services (COM) Stella Maris 127 • Graduate & Professional Student Affairs, PC, Proctor Hall, Room 02
<p>Tuesday February 15, 2011</p> <p>Friday, Feb. 18 and Tuesday, Feb. 22 BACK-UP(Friday, Feb. 25 & Saturday, Feb. 26)</p>	<p>Representative Council's Meeting to review and evaluate applications.</p> <p>Candidate Finalists interview with the Representative Council</p>
<p>March 11 & 12, 2011</p>	<p>Finalists meet with Trusteeship Committee, Student Affairs Committee, and attend Board of Trustees Meeting</p>

This Packet Contains:

- Applicant Information
 - Brief History and Position Descriptions
 - Application Process
 - Qualifications and other relevant information
- Petition Form (1)
- Candidate Evaluation Forms (3)

All materials must be submitted no later than 5:00 p.m. Tuesday, February 8, 2011 to one of the following:

Office Of Student Affairs
University of New England
Decary Hall, Room 129
11 Hills Beach Road
Biddeford, ME 04005

Office of Graduate and
Professional Student Affairs –
Portland Campus
University of New England
Proctor Hall, Room 02
716 Stevens Avenue
Portland, ME 04103

UNECOM Constituent
Services
University of New England
Stella Maris, Room 127
11 Hills Beach Road
Biddeford, ME 04005

The Offices of Career Services are available for assistance in developing your resume.

Please contact:

Biddeford Campus
Decary Hall 119
207-602-2096

Portland Campus
Please contact Biddeford office
207-602-2096

**University of New England
Student Trustee-Elect
Candidate Information
2011-2012**

A Brief History....

In the fall semester of 1996, students from the Community Development Task Force on the Biddeford campus presented the concept of a Student Trustee position to the University Council. The students who presented the idea articulated the desire of students for an expanded voice in the University governance structure, which would demonstrate an increased commitment to community. They described the importance of a student presence on the Board as a reminder of the purpose for which the University exists.

Encouraged by interest from the University Council, the Task Force began the process of research and the development of a proposal for consideration by the University Council and Board of Trustees which takes into account the unique nature of the University. A full proposal was presented to the Board of Trustees in the fall of 1997 yielding much discussion and several revisions.

At the October 1998 Board of Trustees meeting the proposal was approved by the Board providing for a University student to serve as a full voting *Student Trustee* member of the University's Board of Trustees.

In the fall of 2002, the Representative Committee, which became the Representative Council, opened discussions around the potential value of adding a second Student Trustee to the University Board of Trustees. It was proposed that a second Student Trustee would broaden student perspective on BOT committees and provide an equally accessible resource for the student populations on both campuses (one Student Trustee from each campus). At the February 2004 Board of Trustee meeting the proposal was unanimously approved by the Board providing for a second University student to serve as a full voting Student Trustee member of the University's Board of Trustees.

The Positions...

The Student Trustee position is the means by which students play an integral part in the decision-making process at the University of New England. The students holding these positions play a dual role, serving as a: 1) liaisons for the entire student body and 2) Trustees for the University of New England. It is the intention of this position to foster the continued link between administration and students.

In addition to the Student Trustee position, a **Student Trustee-Elect** position was created. The **Student Trustee-Elect** will become familiar with the roles and responsibilities of the Student Trustee in preparation for assuming that position.

Application Process

There are two ways in which a student's candidacy for the **Student Trustee-Elect** positions may be initiated: 1) nomination by a recognized UNE student government or organization, or UNE faculty, staff, or administration; and 2) self-initiated candidacy.

Any student wishing to be a candidate for the Student Trustee-Elect positions must meet all qualifications as outlined in the *Qualifications* section below, and provide the following:

Attend an information session with the current Student Trustees or visit the information table at the Biddeford Campus Student Involvement Fair on January 22, 2011; and/or, contact one of the current Student Trustees, John Johnson (jjohnson16@une.edu) or Emily Bourret (ebourret@une.edu).

Submit the following to the Office of Student Affairs by **5:00 p.m Tuesday, February 8, 2011.**

- 1) a letter written by the candidate, which should include:
 - reasons for pursuing the position
 - assessment of the candidate's qualifications for the position
 - goals the candidate would like to achieve while in the position
- 2) a current resume
- 3) a petition signed by 50 students who support the candidacy; students may sign more than one petition (attached to this packet of materials) Applicants are encouraged to gain support from students from all colleges
- 4) no less than three (3) and no more than five (5) Candidate Evaluation Forms (attached to this packet) with corresponding Letters of Recommendation which meet the following criteria:
 - i. one from a University of New England faculty, staff or administrator who can evaluate the candidate's skill and abilities as they relate to this University position
 - ii. one from someone who can evaluate the candidate's experience in a post-secondary governance position
 - iii. One from a current or former employeror
 - iv. One personal reference from a non-relative who has known the candidate for more than a year

Completed candidate application materials will be forwarded to the Representative Council for the review of applications and select a group of finalists to be interviewed on **Friday, February 18 and Tuesday, February 22, 2011.** (NOTE: BACK-UP dates will be Friday, February 25 & Saturday, 26).

After the interviews, the Representative Council will then forward candidates' names to the Committee on Trusteeship of the Board of Trustees who will interview the candidates and then recommend to and present the names to the Executive Committee and the full Board for final approval.

In the meeting of the Board of Trustees on the week of March 11, and 12, the **Student Trustee-Elects** will be voted upon by the Board. The candidates will be present so they will be permitted to begin their terms as **Student Trustee-Elects** upon official election by the Board.

Qualifications

Candidates for the **Student Trustee-Elect** positions must meet the following qualifications from the time of candidacy through the term(s) served:

- 1) be a matriculated student in a college of the University of New England. The positions are open to all undergraduate, graduate, or medical students completing course work on the Portland Campus or the Biddeford Campus during their term of service;
- 2) maintain a positive disciplinary/student status record;
- 3) maintain a minimum 2.75 cumulative GPA or be in satisfactory academic standing in programs where no GPA is calculated; (Exceptions to these minima relative to documented learning disabilities will be reviewed on an individual basis.);
- 4) will have had post-secondary governance experience (including, but not limited to, college or university governance, public service/community government, etc.);
- 5) must be able to attend all regularly scheduled meetings designed for the position held.

Terms of Service

Student Trustee-Elect: Winter Board Meeting until the May Board Meeting.

Student Trustee: After the May Board Meeting through the following year May Board Meeting.

Position Responsibilities

The Student Trustee and **Student Trustee-Elects** will have all responsibilities as outlined by the University for its Board members, with the following exceptions:

- 1) Personal financial giving will be waived in lieu of other fund raising responsibilities.
- 2) If travel is required to attend Board of Trustee meetings, travel costs will be paid by the University of New England.
- 3) The Student Trustees will co-chair the Representative Council. The **Student Trustee-Elects** will attend all meetings of the Representative Council.
- 4) The **Student Trustee-Elects** will have no voting privileges on the Board or on the Representative Council.

Representative Council

Definition: A council comprised of the presidents of each of the student government organizations of the University and one (1) additional representative appointed from each student government organization.

Purpose: The Representative Council will ensure that students from all colleges and each campus of the University will have the opportunity to bring forth information from the constituents they represent. The Student Trustees and Student Trustee-Elects are responsible for relaying this information at the Board of Trustees meetings.

Guidelines for the Representative Council

- 1) Each student government organization will select one representative who, in addition to the group president, will be appointed to the Council.
- 2) The meetings will be co-chaired by the Student Trustees.
- 3) To insure regular communication by students from across the University, meetings will be held on a monthly basis.
- 4) The term of appointment to the Council for the presidents and representatives is September 1 through the Spring/Summer Meeting of the Board of Trustees.
- 5) Council Advisors will be the Vice President for Student Affairs and a second advisor to be appointed by the Council and Vice President for Student Affairs.

Student Trustee-Elect

Petition Form

2011-2012

By signing this form you are showing your support for this student to serve in the capacity of the **Student Trustee-Elect** for the Board of Trustees of the University of New England. It is a position that requires maturity, critical-thinking, commitment, insight, and a willingness to represent the entire student body. It is permissible to sign the petition of more than one candidate. Signatures are subject to verification. RETURN with application no later than 5:00 p.m. **Tuesday, February 8, 2011**

Name of candidate: _____

Please Print

	Date Signed	Printed Name	Signature	College (CAS,WCHP, CoP, COM)	Expected Grad Year
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	Date Signed	Printed Name	Signature	College (CAS,WCHP,CoP, COM)	Expected Grad Year
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OFFICE OF STUDENT AFFAIRS

**2011-2012 Student Trustee-Elect
CANDIDATE EVALUATION FORM**

To be completed by the candidate:

I, _____, am applying for the Student Trustee-Elect position for the Board of Trustees for the University of New England. I am requesting that you complete this form, attach a Letter of Recommendation and send it directly to the Office of Student Affairs no later than **Tuesday, February 8, 2011**. Thank you for your willingness to assist me in this application process.

_____ I waive my right to review this form and the attached letter.

_____ I wish to maintain my right to review this form and the attached letter.

Signature of Candidate

Date

To be completed by the evaluator:

This position is an important one to the University and the student body, and carries with it responsibilities which require a blend of the skills listed below. Please rate this applicant using a scale of 5 (highest) to 1 (lowest) with 3 representing "average". Please comment briefly on your assessment of the candidate in each skill area.

_____ 1. Communication skills: verbal communication, written communication, assertiveness skills, ability to relate to a wide variety of individuals.

Comments:

_____ 2. Leadership skills: initiative, flexibility, motivated, responsible, inclusive.

Comments:

_____ 3. Organizational skills: dependability, punctuality, ability to manage time, ability to fulfill commitments.

Comments:

_____ 4. Maturity: ability to communicate values, personal goals, strengths and weaknesses; patience, sense of humor, objectivity.

Comments:

(over)

_____ 5. Understanding of and compatibility to the position: familiarity with responsibilities of the position, ability to be a positive role model, supportive of university policies and procedures, ability to work within a system.

Comments:

In summary of the ratings and comments above, I would: (please check one of the following)

_____ strongly recommend this person _____ recommend this person
_____ recommend with reservation _____ not recommend this person

How long have you known this person and in what capacity?

Your assessment of this applicant will be of great assistance in the selection process. **Please attach a letter of recommendation that would include any supporting statements that may be helpful.** If you have any questions, please don't hesitate to contact the Offices of Student Affairs, at 207-221-4212 (Portland Campus) or 207-602-2372 (Biddeford Campus). Please return this form **no later than 5:00 p.m. Tuesday, February 8, 2011** to:

University of New England Office of Student Affairs Decary Hall Room 129 11 Hills Beach Road Biddeford, ME 04005 Fax: 207-602-5964	University of New England Office of Graduate and Professional Student Affairs – Portland Campus Proctor Hall Room 02 716 Stevens Avenue Portland, ME 04103 Fax: 207-523-1903	UNECOM Constituent Services Stella Maris 11 Hills Beach Road Biddeford, ME 04005 Fax: 207-602-5967
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_____ Your signature

_____ Date

_____ Print your name

If necessary, how may we contact you?		
Address:		
Office Ph:	Cell Ph:	Home Ph:
Email Address:		

OFFICE OF STUDENT AFFAIRS

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Your signature

Date

Print your name

If necessary, how may we contact you?		
Address:		
Office Ph:	Cell Ph:	Home Ph:
Email Address:		

OFFICE OF STUDENT AFFAIRS

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_____ Your signature

_____ Date

_____ Print your name

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Email Address:		