Wisconsin Union Policy PL3-9
Selection Criteria for WUD Leadership Positions

Policy Goal: To provide criteria to be used by nominating committees and Union Council in evaluating applicants for officer, director, and summer coordinator positions:

The nominating committee and members of Council should be cognizant that a leadership position with the Wisconsin Union should compliment the educational mission of the University. In other words, the applicant’s presence on campus is primarily to be a student.

In keeping with UW System Administration’s definition of students, only UW students taking at least a half-time load (6 credits per semester for undergrads; 4 credits for non-dissertation graduate students; and 3 credits for dissertators) are eligible to hold a leadership position with the Wisconsin Union. A student who is either enrolled in summer school or who will be continuing in the fall semester after completion of the spring semester may hold a summer leadership position. It should be noted that opportunities do exist for students in these leadership positions to receive academic credit.

1. Knowledge:
   a) The mission and philosophy of the Wisconsin Union and of the University
   b) The content area of the position
   c) Cultural diversity (including but not limited to various age groups, cultures, lifestyles, traditions and value systems)
   d) The educational partnership with professional staff

2. Skill at:
   a) Communication: written, oral and listening
   b) Organizing (goal setting, time management, administrative attention to detail, delegation of responsibility)
   c) Working as a member of a group, in a democratic manner
   d) Balancing the demands of extracurricular activities with academic course load
   e) Thinking critically

3. Behavioral characteristics
   a) Ethically and socially responsible
   b) Enthusiasm, reliability, initiative, sense of humor, creativity, strong social skills

4. Understanding of the responsibilities and accountability of the position

5. Flexibility in personal schedule and other commitments

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Additional background:

Date(s) of Action:
January 21, 1980; December 12, 1984; May 10, 1994; April 19, 2007; December 11, 2008, November 14, 2013

Last Date of Review: Next Required Review Date:
Union Council 2016-2017
Feb 21st, 2017: Meeting Agenda

5:30pm  Officer Selection
- 5:30 – 5:45pm  Reception (mingle, talk w/ candidates)
- 5:45 – 6:00pm  Union Council Prep (hand out questions, designate who will ask questions, etc)
- 6:00 – 6:30pm  Individual Interviews
- 8:30 – 8:45pm  Break: Refreshments & Nominating Committee Consultation
- 8:45 – 9:00pm  Nominating Committee Presentation
- 9 - ?  Deliberation

Subcommittee Reports
**REMINDER - Those seated on Council should also be seated on a subcommittee**
- External Relations
- Admin
- Facilities
- Dining
- Program and Leadership

Updates
- ASM
- Hoofers
- Union/Council
- Officers

Closing
Wisconsin Union Policy PL3-9
Selection Criteria for WUD Leadership Positions
Wisconsin Union Procedure PL3-9a
Expectations for Members of the Officer Nominating Committee

Members of the nominating committee, as set by the Wisconsin Union Bylaws, will receive, review and evaluate applications for Officers of the Union Council and Union Directorate. The nominating committee will interview candidates for specific Officer positions. Council will select the Officers from the nominees submitted by the nominating committee.

Members nominating committee agree to the following:

- Attend a 60-90 minute training program prior to the start of the selection process
- Attend (in person) all interviews
- Prepare for the interviews by reviewing all materials including position descriptions, resumes, and will operate within WU policies including SE3-3, SE3-4, SE3-8 and SE3-9
- Attend the Council meeting in which the slate of candidates is presented
- Notify the Union staff liaison of any potential conflict of interest

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The Wisconsin Union Leadership Team approved this procedure and its amendments on the following date(s): December 8, 2008, November 14, 2013.

Formerly SE3-9a.
Wisconsin Union Procedure PL3-9b
Role and Expectations for Members of Union Council for Selection of Leadership Positions

Union Council will select officers, directors and summer coordinators of the Council and Union Directorate at meeting(s) of Council from the nominees submitted by the nominating committee.

Council members agree to:

- Help recruit a diverse pool of students to apply for leadership positions with the Union
- Read materials sent out prior to the Council meeting including the position descriptions and resumes
- Operate within WU policies including SE3-3, SE3-4, SE3-8 and SE3-9
- Participate in training prior to the Council meeting in which leadership positions are selected
- Attend the full Council meeting in which positions are selected
- Conduct a consistent and professional selection process
- Keep information on the selection process confidential

Additional background: Formerly SE3-9b

Related materials and support documents:

For interpretations, resolution of problems and special situations contact:
Secretary of Union Council: WU Director
Chair of Union Council: WU President

Policy Authority (suggested amendments should go through these bodies):

Date(s) of Action: November 14, 2013

Last Date of Review: Page 1 of 1
Next Required Review Date: