



Clark Undergraduate Student Council  
Common Student Leadership Application  
2009-2010

Updated February 26<sup>th</sup>, 2010

Any questions about getting involved should be submitted at  
[www.cuscweb.com/talk](http://www.cuscweb.com/talk)

## **Part I. Introduction**

The Common Student Leadership Application is the standard application used by the Elections Committee of the Clark Undergraduate Student Council (CUSC) to fill vacancies for various posts and committees that it appoints. These include positions on the Council's internal Judiciary Committee, advisory and policy Administrative Committees, the Board of Trustees, and Chairs of events such as Fall Major Event, Spree Day and Senior Week. (A full list of all positions with descriptions is included in Part III of this application). The Elections Committee is responsible for recommending all such appointments, and will be the coordinating group during the process. All completed Student Leadership Applications may be turned into the Elections Committee mailbox in the CUSC office on the first floor of the University Center, or simply slipped under the office door. **Please submit your applications as soon as possible. An interview will be arranged after receiving the application, to match qualified candidates to appropriate positions.** Appointments are made during each semester, however vacancies do arise. Once the committee has received your application and conducted an interview, we will keep the application on file for other opportunities that may come up. If you have any questions, please feel free to contact any member of the Elections Committee, and turn in completed applications to them as well:

**PLEASE NOTE: As of February 26<sup>th</sup>, the following positions are still available to students. All other positions have been filled.**

**Affirmative Action/Sexual Respect Committee**  
**Faculty Steering Committee**  
**Library Committee**  
**Admissions and Financial Aid Committee**

**Academic Affairs Committee (Board of Trustees)**

**CUSC Judiciary Committee**  
**Major Event Committee Chair**

**Clark Undergraduate Student Council Elections Committee**

To view a list of CUSC representatives and committee members, visit [www.cuscweb.com](http://www.cuscweb.com)

We look forward to receiving your application!

## 2009-2010 Academic Year

### Part II. The Application

Please fill out all sections to the best of your ability and stick to the word limit specified. Take time to consider your responses, and be fair and honest.

#### Information

1.) First Name: \_\_\_\_\_ 2.) Last Name: \_\_\_\_\_

3.) Telephone: (\_\_\_\_) \_\_\_\_\_ 4.) E-mail: \_\_\_\_\_@clarku.edu

5.) Campus Box: \_\_\_\_\_ 6.) Class Year: \_\_\_\_\_

Are you in good academic standing? (circle one)                      YES                      NO

Are you in good social standing? (circle one)                      YES                      NO

Are you a full-time student? (circle one)                      YES                      NO

Are you planning on studying abroad this year?  
(circle one)                      YES                      NO

#### Preferences

Please rank your preferred positions. Applicants do not always get their first choice, so consider alternatives carefully.

1<sup>st</sup> Preference: \_\_\_\_\_

2<sup>nd</sup> Preference: \_\_\_\_\_

3<sup>rd</sup> Preference: \_\_\_\_\_

4<sup>th</sup> Preference: \_\_\_\_\_





## References

Please include two faculty/staff/administrator references:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Box #: \_\_\_\_\_ Position held (if any): \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Box #: \_\_\_\_\_ Position held (if any): \_\_\_\_\_

### **Part III. Committee Descriptions**

The following is a complete listing of all positions appointed by the CUSC, accompanied by a description for each. Please contact the Elections Committee for a current listing of all available positions.

#### **THE LIAISONS**

##### THE ADMINISTRATIVE LIAISON (1 position)

The Administrative Liaison is responsible for communicating with Student Representatives on Administrative Committees and relating back all relevant and pertinent information to the CUSC. He/She also assists the CUSC Executive Board and all CUSC committees in communicating with the administration. The Administrative Liaison is required to hold a monthly meeting with all Student Representatives on Administrative Committees, to sit as one of the Student Representatives on the Faculty Steering Committee and Faculty Assembly, and to report to the CUSC every month and/or when summoned.

**MEETINGS ARE HELD ON WEDNESDAYS AT 2:00 PM IN GRACE CONFERENCE ROOM ON THE FOLLOWINGS DATES:**

**SEPTEMBER 23rd 2009**

**OCTOBER 28th 2009**

**NOVEMBER 18th 2009**

**DECEMBER 9th 2009**

**JANUARY 27th 2010**

**FEBRUARY 24th 2010**

**MARCH 31 2010**

**APRIL 21 2010**

##### THE TRUSTEE LIAISON (2 positions – one senior and one junior)

The Trustee Liaison is responsible for communicating with the Student Representatives on

Trustee Committees and relating back all relevant and pertinent information to the CUSC. He/She also assists the CUSC Executive Board and all CUSC committees in communicating with the trustees. The Trustee Liaison is required to report to the CUSC after every Board of Trustees meeting and/or when summoned.

## **ADMINISTRATIVE COMMITTEES**

### AFFIRMATIVE ACTION AND SEXUAL RESPECT COMMITTEE (2 positions)

This committee has the opportunity to discuss current issues related to updating the University policies regarding Affirmative Action and sexual harassment policies.

### THE CENTER FOR EXCELLENCE IN TEACHING AND LEARNING (1 position)

CETL (the Center for Excellence in Teaching and Learning) has as its fundamental purpose for supporting teaching and learning at Clark, and in particular the support of Clark's Learn through Inquiry signature. CETL activities include new faculty orientation and mentoring, TA training, CETL lunches, PLA training, teaching consultations, internally funded instructional development grants, and occasional special projects such as the Davis Foundation-funded Learn through Inquiry First Year Seminar grants. The CETL Steering Committee is an advisory committee of faculty, staff, and students which sometimes functions on a subcommittee structure, with the specific subcommittees depending on current projects. Previous year's subcommittees have included those for CETL lunches, instructional development grants, Davis-funded Learn through Inquiry First Year Seminars, external funding, and the Presidential Scholars programming.

### COLLEGE BOARD (3 positions)

MEETS ONCE EVERY MONTH (COMMITTEE CONTACT: DEAN KEVIN MCKENNA, ASSOCIATE DEAN OF COLLEGE)

This committee's function is to hear petitions for exceptions to academic regulations and to decide whether or not such exceptions should be allowed. This board interprets faculty legislation concerning academic affairs as they affect individual students. Matters such as grading options, requests for incompletes, overloads, and other academic matters are decided by the College Board. All of the Board's deliberations are confidential. If a petition is denied, a student may request a personal appearance before the Board. It also establishes the standards for graduation with honors, reviews student's records to determine criteria for good academic standing, and decides cases involving alleged plagiarism.

### COMMENCEMENT COMMITTEE (1 position)

This Committee manages the annual Commencement ceremony. It is usually appointed to a senior. There are approximately five meetings during the school term.

### CONVOCATION & ACADEMIC ORIENTATION COMMITTEE (2 positions)

This committee is concerned with the academic component of the new student orientation, as well as the Convocation traditions of the fall and spring. The committee selects a summer

reading, facilitates small group discussion on the reading topic and selects the Convocation speaker.

FACULTY STEERING COMMITTEE (2 positions with one reserved for the Administrative Liaison)

MEETINGS ARE HELD ON WEDNESDAYS AT 2:00 PM IN FULLER CONFERENCE ROOM (FOURTH FLOOR, GODDARD LIBRARY/ACADEMIC COMMONS) ON THE FOLLOWING DATES (CONTACT: PROF. KRISTEN WILLIAMS, FACULTY CHAIR):

**SEPTEMBER 9TH 2009**

**OCTOBER 14th 2009**

**NOVEMBER 4th 2009**

**DECEMBER 2nd 2009**

**JANUARY 20th 2010**

**FEBRUARY 10th 2010**

**MARCH 17th 2010**

**APRIL 7th 2010**

This committee discusses the current issues related to the governance and business of the faculty. Issues ranging from faculty compensation to tenure may be addressed.

LIBRARY COMMITTEE (2 positions)

This committee acts as an advisory group that discusses affairs dealing with library policy. The members work in cooperation with the head librarian: Ms. Gwen Arthur.

UNDERGRADUATE ACADEMIC BOARD (UAB) (2 positions)

MEETS EVERY TUESDAY AT 10:30AM (CONTACT: DR. WALTER WRIGHT, DEAN OF THE COLLEGE)

This committee is concerned with academic policies and issues pertaining to undergraduates. It accredits all courses and all new academic programs. The Board also recommends legislation on academic policy to the faculty assembly. The Board is comprised of six faculty members and the Dean of the College. Student members shall serve a term of two semesters to be coterminous with the academic year. The UAB approves all new courses and majors. It is responsible for reviewing programs and policies as well as significant changes in existing programs. The UAB also draws up and proposes the academic calendar each year to the faculty for approval.

UNDERGRADUATE ADMISSIONS & FINANCIAL AID (2 positions)

This committee works with the staff from the Offices of Admissions and Financial Assistance to discuss policies and practices connected to these two offices.

UNDERGRADUATE ATHLETIC BOARD (1 position)

MEETS ONCE EVERY MONTH (CONTACT: LINDA MOULTON, ATHLETIC DIRECTOR)

This committee advises the Athletic Director, facilitate athletic conferences, and review the athletic facilities. The Athletic Board designs policy related to athletics and also oversees existing policy. The Athletic Department will run an election for a varsity representative. Clark

Undergraduate Student Council will appoint a non-varsity athlete to the committee.

## **TRUSTEE COMMITTEES**

### **FULL BOARD OF TRUSTEES MEETING 2009-2010**

**FRIDAY, OCTOBER 23<sup>RD</sup> 2009**

**FRIDAY, FEBRUARY 5<sup>TH</sup> 2010**

**FRIDAY, APRIL 30<sup>TH</sup> 2010**

#### **ACADEMIC AFFAIRS** (2 positions)

The Academic Affairs committee considers all aspects of academic policy and makes recommendations to the full Board on these matters. Since such items comprise the majority of the University's business, the Committee normally only considers strategic and oversight aspects of these. A partial list of such items includes all matters pertaining to undergraduate programs including curricula, program quality, resources, outcomes assessment, starting new programs and discontinuing or modifying existing programs. The committee addresses issues related to student admissions and placement, and matters related to the recruitment and retention of faculty. A subcommittee of Academic Affairs is responsible for recommending honorary degree recipients and Commencement speakers for approval by the Academic Affairs Committee and the Board of Trustees.

#### **STUDENT AFFAIRS** (2 positions)

The Student Affairs Committee will serve as the focal point for discussion of a wide variety of issues concerning undergraduate student life at Clark. The Committee will function as a place where students can bring their concerns and have them discussed. Major issues concerning student life, such as judicial policies, will also be discussed in an effort to keep Trustees informed and fully apprised, and to ensure that policies and procedures are understood and supported by the board. Faculty, students and trustees serve on this committee.

#### **ENVIRONMENT** (4 positions)

The Environment Committee is charged with assessing the adequacy of the physical environment in which the University and its students, faculty, and staff teach and learn. It both oversees the physical plant of the University and the development of its immediate neighborhood. It is the group which first reviews the Physical Plant Master Plan and the specific building projects and other changes to the campus which derive from the plan. This committee has representatives from the faculty and student body.

#### **DEVELOPMENT AND ALUMNI AFFAIRS COMMITTEE** (2 positions)

The mission of the Development and Alumni Affairs Committee is to support and strategically plan the activities of University Advancement. This includes support of and participation in Alumni Affairs, Development and University Communications. The Committee is responsible for helping to raise funds for both annual and capital purposes. The Committee is also charged with identifying, cultivating and networking with Clark, alumni, parents and friends and reaching out to all of those individuals who are not yet involved with the University. Where appropriate, the staff also looks to the members of this committee and to all trustees to help out with

foundations and corporations. Faculty, students and trustees serve on this committee.

#### SHAREHOLDERS RESPONSIBILITY (2 positions)

The Shareholder Responsibility Committee was established in 1978 to advise the Trustees on issues of social responsibility of companies represented in the University's investment portfolio. This Committee votes on behalf of the University the shareholder proxies which speak to issues of social responsibility. It has also served as a place of discussion of investment and other campus issues with social ramifications, including review of sweatshops and campus clothing manufacturers' labor practices and the proposed boycott of World Bank Bonds. It has faculty and students, as well as Trustees.

### CUSC POSITIONS

#### WEBMASTER (1 position) **\*\*THIS IS A PAID POSITION\*\***

The Clark Undergraduate Student Council Webmaster is required to consistently maintain the CUSC website while working with the CUSC Secretary. This requires proficiency in Adobe Creative Suite software and knowledge of HTML and CSS, along with sufficient awareness about the operations of the Clark Undergraduate Student Council. Creativity, willingness to learn and a passion for facilitating effective communication between CUSC and the student body are all necessary skills for this position.

#### MEDIA COORDINATOR (1 position) **\*\*THIS IS A PAID POSITION\*\***

The Clark Undergraduate Student Council Media Coordinator is required to film CUSC meetings every Wednesday while working with the CUSC Secretary. Responsibilities also include editing the video according to the needs of the Clark Undergraduate Student Council, and burning a DVD each week with the footage. The Media Coordinator must possess his/her own video camera. Handheld camcorders are acceptable.

#### CUSC GRANTS COMMITTEE (4 positions)

The Grants Committee is responsible for hearing and deliberating over requests for special grants from the Student Activities Fund. The committee recommends grant allocations to the full CUSC for their approval. The committee consists of one (1) elected voting member of CUSC who serves as the Chair of the committee and four (4) non-elected voting members.

#### CUSC JUDICIARY COMMITTEE (7 positions)

The Judiciary Committee is responsible for making sure that the CUSC and all student organizations operate in a manner consistent with its Constitution and Bylaws. The committee reviews and approves charters of all recognized student organizations, attends all weekly meetings of the CUSC, meets as a committee at a time as determined by the Chair, and advises the CUSC on the constitution, bylaws, and internal procedures. The committee consists of five (5) full members, of which one serves as its Chair, and two (2) alternates. Each member is required to serve two office hours per week during the academic year.

#### ASSISTANT TREASURER (2 positions)

The CUSC's Constitution and Bylaws allow for the appointment of up to two Assistants to the

CUSC Treasurer, who will have limited signing rights to the Student Activities Fund, and aid the Treasurer by holding two office hours a week to answer questions relating to the financial process. Assistant Treasurers are non-voting members of the CUSC who are not required to attend CUSC meetings, and their terms are co-terminus with the CUSC Treasurer's term in office.

### **SPREE DAY**

SPREE DAY CHAIR (1 position)

The Campus Programming Board (CPB) appoints the Chair of Spree Day Committee, who then selects a committee to assist him/her in planning, organizing, and executing Spree Day each year. These positions require an incredible amount of time, initiative, and leadership, and applicants must be willing to make a large commitment.

### **SENIOR WEEK**

SENIOR WEEK CHAIR (1 position) The Campus Programming Board (CPB) appoints the Chair of Senior Week Committee, who then selects a committee to assist him/her in planning, organizing, and executing Senior Week for all graduating seniors at the end of each year. These positions require an incredible amount of time, initiative, and leadership, and applicants must be willing to make a large commitment.

### **MAJOR EVENT COMMITTEE**

MEC CHAIR (1 position) The Campus Programming Board (CPB) appoints the Chair of the Major Event Committee that is responsible for putting on a major event designed to attract a large number of students such as a concert or a lecture by a prominent speaker or a premiere of a recent movie etc. The major event is meant to occur in the fall semester. These positions require an incredible amount of time, initiative, and leadership, and applicants must be willing to make a large commitment.

