

System-wide Policy:	
BT0004 - Process for Appointment of a Non-voting Student Member of the Board of Trustees	
Version: 1	Effective Date: 03/01/2019

**BOARD OF TRUSTEES
PROCESS FOR APPOINTMENT OF A NON-VOTING STUDENT MEMBER
OF THE BOARD OF TRUSTEES**

SECTION 1. PURPOSE

The “University of Tennessee Focusing on Campus and University Success (FOCUS) Act,” enacted in 2018, provides that a non-voting student member of the Board of Trustees shall be appointed in a manner determined by the Board. The Act further provides that the student member position shall be for a one-year term, beginning July 1 and ending the following June 30; that the appointment shall be made by May 31 of each year; and that the position shall rotate annually among UT campuses according to the following sequence: University of Tennessee Health Science Center; University of Tennessee, Knoxville; University of Tennessee at Martin; and University of Tennessee at Chattanooga.

In compliance with the UT FOCUS Act, the Board of Trustees establishes this process for selection and appointment of a non-voting student member of the Board of Trustees.

SECTION 2. ELIGIBILITY REQUIREMENTS

Nominees must satisfy the following eligibility requirements:

1. Have been enrolled as a full-time student for at least one year at the campus from which the appointment will be made;
2. Remain enrolled as a full-time student at the campus from which the appointment will be made through June 30 of the next year and be available to attend the Annual Meeting of the Board in June of the next year; provided that the student member is not required to be enrolled during any summer semester; and provided further that if the student member graduates at the end of the spring semester following his or her appointment, the student member may continue to serve through June 30 of that year;
3. Have a minimum cumulative GPA of 3.0;
4. Be in good academic and disciplinary standing with the University, with no pending disciplinary matters or sanctions and no prior disciplinary history; and
5. Not currently serving as an officer or member of the Student Government Association.

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SECTION 3. NOMINATION PROCESS AND TIMELINE

1. By March 8: The Chief Academic Officer for the campus from which the appointment is to be made will ask the college deans to nominate one student from their college.
2. By April 5: The deans will submit their nominees to the Chief Academic Officer with the following supporting materials:
 - a. Completed application by the nominee in the form attached to this description of the appointment process;
 - b. Letter from the nominee (1) describing the nominee’s work, service, and leadership experiences relevant to his or her candidacy; (2) expressing the reason for the nominee’s interest in serving as a non-voting student member of the Board of Trustees; (3) describing the nominee’s understanding of the fiduciary responsibilities of a Trustee and the constituency served; and (4) stating the nominee’s intention to remain enrolled as a full-time student at the campus from which the appointment is to be made through June 30 of the next year (or through graduation in May of the next year) and confirming the nominee’s availability to attend the Annual Meeting of the Board in June of the next year;
 - c. Nominee’s resume; and
 - d. College dean’s letter of recommendation for the nominee.
3. By April 30: The Chancellor, in consultation with the Chief Academic Officer, will recommend a nominee to the Chair of the Board of Trustees. The recommendation shall include certification that the Chancellor has verified that the nominee meets all eligibility requirements for the appointment.

SECTION 4. APPOINTMENT BY THE BOARD OF TRUSTEES OR THE EXECUTIVE COMMITTEE

1. In his or her discretion, the Chair of the Board may interview the nominee recommended by the Chancellor before deciding whether to recommend the nominee for appointment.
2. If the Board of Trustees is not scheduled to meet before the May 31 statutory deadline for making the appointment, the Chair shall make his or her recommendation at a previously scheduled or called meeting of the Executive Committee before May 31.

History:

Adopted	03/01/2019
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The University of Tennessee Board of Trustees
Non-voting Student Member Application

Instructions

If your college dean has decided to nominate you for the non-voting student position on the UT Board of Trustees, please submit the following materials to the dean:

1. This application form completed, signed, and dated.
2. A letter from you (1) describing your work, service, and leadership experiences relevant to your candidacy for the position; (2) expressing the reason for your interest in serving as a non-voting student member of the Board of Trustees; (3) describing your understanding of the fiduciary responsibilities of a Trustee and the constituency served by the Board; and (4) stating your intention to remain enrolled as a full-time student at your current institution through June 30 of the next year (or through graduation in May of the next year) and confirming your availability to attend the Annual Meeting of the Board in June of the next year; and
3. Your current resume.

Full Name:

E-mail address:

Permanent address and telephone number:

Campus where currently enrolled as a full-time student:

Beginning date of most recent continuous enrollment as a full-time student at the campus where currently enrolled (excluding summer terms):

College and degree program:

Expected graduation date:

Current GPA:

I affirm that I am currently enrolled as a full-time student and have been for at least one year and that I am in good academic and disciplinary standing with the University, with no pending disciplinary matters or sanctions and no prior disciplinary history. I further affirm that I am not currently serving as an officer or member of the Student Government Association. I authorize the Chancellor or a designee of the Chancellor to verify that I meet all eligibility requirements for appointment to the Non-voting Student Trustee position, and I agree that the University may disclose information from my education records, including my application, to the public for the purpose of considering my application during a public meeting of the University's Board of Trustees or the Executive Committee of the Board.

Signature: _____

Date: _____