



Association of College Unions International
Selection of Appointed Leadership Team Members
Process, timeline, application materials, and interviews

Selection and Appointment Policies

The start date of all appointed positions to the ACUI Leadership Team will be the date of the Leadership Team meeting at the annual conference the year they are appointed. The end date of all appointed positions to the ACUI Leadership Team will be the date of the Leadership Team meeting at the annual conference *two years* after their start date.

The end date of programmatic appointments will be immediately after the last date of their program, two years after their start date. For positions such as the Student Programs Team Leader, this means their appointments will be longer than two years.

All appointments will abide by these terms. A person has the option to reapply for a second term (with few exceptions), but the search will still be open to the entire membership. No person can serve in an appointed Leadership Team position more than two consecutive terms.

Selection Process

Position openings will be visible online immediately following the annual conference the year before they become vacant. Application due dates will be clearly posted within the announcement. Applications will be reviewed and potential interviews will be conducted by the end of December. A recommendation will be forwarded to the Board of Trustees for discussion and appointment at its first meeting in January. Notifications to the appointed person and all candidates will be given by mid-January.

Application Contents

All applications will consist of the following:

- Acknowledgement of review of the job description
- Acknowledgement of review and acceptance of the ACUI Volunteer Agreement
- A completed institutional support form
- Contact information for two professional references
- A completed application form
- A cover letter indicating interest in the position

Application Review and Interviews

The Central Office staff liaison advising the appointment will select three members to review applications (known as the Screening Committee). The staff liaison also will serve on the Screening Committee. Committee members will be selected based on their experience with the content of the appointed position and/or on their service as past members of the ACUI Leadership Team. The Screening Committee will review all applications and will determine which candidates to further interview for the position via phone. All interviews will be conducted by the staff liaison and at least one member of the Screening Committee; all candidates will be asked the same battery of questions. After all the interviews are completed, the Screening Committee will deliberate and the staff liaison will forward a recommendation to the Board of Trustees.