
Application Form for University Committee Staff Openings for 2003-2004

Listed below are the vacancies for University committees during 2003-2004. Committee terms are from September 1, 2003 to August 31, 2004. Any full-time or part-time staff member is eligible to serve on these committees with the following exception: Staff members whose jobs are represented by an exclusive bargaining agent MAY NOT serve on the Funded Retirement and Insurance Committee as it advises on items that are negotiable through collective bargaining. A brief synopsis of the responsibilities of each of the committees can be found below the application. For more information, check either the paper or electronic version of the *University Operations Manual* at <http://www.uiowa.edu/~our/opmanual/index.html#organizations>

To Apply: Please fill out this application and return it to Heather Weber, Committee on Committees, 606 JB by March 14, 2003. A response to your application will be sent by June 2003. For further information, contact Hazel Kerr (hazel-kerr@uiowa.edu).

Please check the committee for which you wish to apply. Check only one committee; if you wish to submit an additional application, copy this form and complete the necessary information. **Note: A maximum of two application forms per person will be accepted.**

- | | | |
|---|---|--|
| <input type="checkbox"/> Campus Planning | <input type="checkbox"/> Human Rights | <input type="checkbox"/> Research Council |
| <input type="checkbox"/> Family Issues | <input type="checkbox"/> Information Technology | <input type="checkbox"/> University Libraries |
| <input type="checkbox"/> Financial Aid Advisory | <input type="checkbox"/> Lectures | <input type="checkbox"/> University Safety/Security |
| <input type="checkbox"/> FRIC | <input type="checkbox"/> Parking & Transportation | <input type="checkbox"/> Fac/Staff Parking Appeals |
| <input type="checkbox"/> Hancher Auditorium | <input type="checkbox"/> Recreational Services | <input type="checkbox"/> Board in Control of Athletics |

Name _____ Supervisor's Name _____

University Address _____ Supervisor's Address _____

University Position _____ Supervisor's Position _____

University Phone _____ Supervisor's Phone _____

Department: _____ College: _____ Org: _____

Check appropriate classifications: Professional Merit

[bargaining non-bargaining]

If less than two years in current position, list prior position(s):

(title) (organization) (years)

(title) (organization) (years)

Other committees or University/Community service:

Reason(s) for wanting to serve on this particular committee:

Outside activities/personal interests relevant to this committee:

Brief Descriptions of the Committees with Staff Openings

Campus Planning – Advise on the establishment of general policies for the orderly, efficient, and attractive development of the University's physical campus and facilities; advise on proposals for major development or building projects and proposals for major revisions in ongoing projects, giving consideration to compatibility with existing standards and policies and site selection; advise on policies of space allocation and utilization, major modification or reallocations of existing facilities, and the responses to development proposals of all affected elements of the University.

Family Issues – Review and make recommendations about the implementation of University child care programs and plans; review and make recommendations about the development and implementation of parenting and family care policies for faculty, staff, and students.

Financial Aid Advisory – Review and make recommendations to the President regarding all forms of student financial aid.

Funded Retirement & Insurance – Suggest and review faculty and staff retirement programs, insurance programs, medical and health programs and "fringe benefits" for University employees; represent the faculty and staff in discussion and negotiation with vendors of insurance as these are carried forward by responsible officers of the administration. Please note that a staff member whose job is represented by an exclusive bargaining agent MAY NOT serve on this committee as it advises on items that are negotiable through collective bargaining.

Hancher Auditorium – Advise the Director in formulating and reviewing general policies for events presented to the University community and others; advise the Director in the selection of events to provide a balanced program of music, theater, dance, and the other performing arts, and advise on the presentation of these events in campus auditoria best suited to meet technical requirements, to insure financial success, and to satisfy the intended audience; advise on public reaction to the cultural and entertainment programs offered at Hancher Auditorium, the educational aspect of these programs, the promotional techniques supporting them, and the financial success of the various series and individual programs.

Human Rights – Advise on the formulation and review of University policies and procedures regarding federal and state laws and Regental orders against discrimination among persons within or doing business with the University; advise on establishing and coordinating educational programs in the area of equal human rights; where no other grievance procedure exists, receive complaints of alleged violation of human rights by individuals or agencies within or related to the University, and after appropriate investigation either serve as mediator in such disputes or recommend appropriate action within the University, guided by the statement of functions and procedures in I-2.8 (12) c and d; advise appropriate University officials as to desirable changes in University policies and procedures affecting human rights.

Information Technology – Advise on the present and future needs of faculty, staff, and students for computing services and formulate recommendations for meeting these needs and for maintaining a proper balance among all academic computer needs and services in the University; provide a forum to which faculty, staff, and students may refer questions and recommendations concerning University computer policies, services, and development; advise in the development of general policies concerning the University's acceptance of computer funds from sources external to the University and the University's provision of computer services to users external to the University; advise on procedures for proposals by faculty, staff, and students for funds to support computing of an extraordinary and innovative nature; review from time to time the activities and recommendations made by working committees established by the designated administrative officer.

Lectures – Select speakers for the University Lecture Series with the goal of presenting a balanced slate of speakers who will deal with topics of wide interest. Before making the selection, the Committee shall solicit and consider suggestions from all interested parties; advise on and assist in arrangements for lectures; coordinate its activities with other appropriate programming groups on campus; ensure that the Regents Speakers Policy is adhered to in events under its jurisdiction.

Parking and Transportation – Advise on both short-term and long-term plans for handling on-campus automobile and motorcycle traffic, including flow, control, parking, and storage. Committee members shall consult appropriate administrative officers and the Campus Planning Committee to inform themselves regarding land use, parking lot design, and landscaping as these considerations bear on campus parking and transportation policies; advise on plans for campus bicycle traffic; advise on plans for other modes of transportation, including Cambus; advise on rules and regulations and fee schedules pertaining to all modes of campus parking and transportation, including priorities, registrations, and penalties for violations; advise on procedure for handling appeals of fines arising from alleged violations of traffic or parking regulations; advise in developing and reviewing plans for coordinating University transportation and facilities with those of city, county, state and federal agencies.

Recreational Services – Advise on rules, regulations, schedules, and fees related to the use of University recreational facilities; advise on plans for the modification or expansion of University recreational facilities; advise along with other appropriate committees on policies governing recreational use of facilities shared with intercollegiate athletics and physical education; advise on programs designed to ensure that recreational facilities are available to all elements of the University community.

Research Council – Advise in the formulation, review, and application of policy and guidelines for the University research and its funding both from within and without the University; advise on questions concerning the compliance of research with University policies; advise in developing methods for informing University members about research opportunities and for stimulating, evaluating, and rewarding good research; provide a forum to which faculty and students may refer questions and recommendations concerning University research policies and procedures.

University Libraries – Advise on policy regarding the size, scope, nature, and growth of the collections housed by the University libraries; advise on policies regarding the assignment of facilities within the libraries and the availability of services which render the libraries more useful to members of the University community and the public; advise on the coordination of the decentralized libraries and their collections with the

Main Library and its collection; advise on the expansion or substantial modification of library facilities; hold joint meetings at least once a year with representatives of various departmental and divisional library committees in order to understand their needs for library service.

University Safety and Security – Advise on policies regarding the responsibilities of the University Public Safety force, and advise on procedures for evaluating the degree to which these responsibilities are successfully discharged; advise on policies respecting the selection, training and assignment of security personnel, including their assignment to special status or responsibility which may include peace officer status and the right to carry arms; advise on policies and procedures concerning the use of campus areas or facilities with respect to safety and security; advise on means for minimizing the likelihood of campus emergencies, and advise on the response to emergencies which may arise; advise on the participation of faculty, students and staff in “monitoring” or “building watch” activities if the need for such efforts arises; advise on security arrangement with non-University law enforcement agencies under both normal and emergency conditions.

Faculty-Staff Parking Appeals – At monthly meetings, review written and verbal appeals of parking tickets from faculty and staff. After discussion of each appeal, decide by majority vote whether fine(s) should be upheld, dismissed or modified.

Board in Control of Athletics – Has responsibility for the recommendation of University policy with respect to intercollegiate athletics within the meaning of the Big Ten Conference, Inc., rules.