

MEMORANDUM

June 22, 2013

TO: Members of the Executive Committee

FROM: Tremayne T. Price, President

SUBJECT: Appointment of Jonathan Steffen as Acting Representative for Doctoral Degree Granting Institutions – Graduate Division

Action Requested

The proposed resolution appoints Jonathan Steffen as Acting Representative for Doctoral Degree Granting Institutions – Graduate Division.

Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Jonathan Steffen be, and hereby is appointed Acting Representative for Doctoral Degree Granting Institutions – Graduate Division, effective immediately. This appointment shall continue from the date of appointment until May 31, 2014.

Background

Appointed by the Executive Committee, the Acting Representative for Doctoral Degree Granting Institutions – Graduate Division will serve as a member of the Executive Committee representing their sector until such time as an official Representative can be elected.

The Acting Representative will be responsible to:

- Make weekly contacts with respective constituency representatives as assigned by the Executive Committee.
- Serve on at least one (1) standing or ad hoc committee of the Student Assembly.
- Submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.
- Perform any additional duties as determined by the Student Assembly or the Executive Committee.

Mr. Steffen previously served as a Representative to the Executive Committee, representing the undergraduate division of Doctoral Degree Granting Institutions.