**ITP Student Liaison Committee**

**Bylaws: Student Liaison Committee:** Student participation in the governance of the ITP program will be mediated via a Student Liaison Committee consisting of one ITP student representing each participating College or School. Representatives to this committee will be elected to serve for a 1-year term by the ITP graduate students from each respective College or School. The Student Liaison Committee will elect a chairperson from among its membership to serve as the primary committee contact with the ITP Director. The duties of the Student Liaison Committee shall include participation in the development/implementation of recruiting activities as directed by the Admissions Committee, to provide input to the Director concerning programmatic issues via meetings held at least once each semester, and to serve on Ad Hoc Committees as requested by the Director.

**Goal:** To have the ITP students elect representatives to serve on the student liaison committee. ITP students from each participating college/school will vote and elect one representative to serve.

**Procedure:** ITP students of each participating college/school will meet during the first two weeks of the fall semester to elect a representative. The current representative will be responsible for organizing this meeting and proctoring the vote. The ITP Graduate Program Assistant will provide assistance, as needed, in locating meeting rooms and e-mailing students about the scheduling of this meeting. If the current student representative fails to schedule a meeting then the units’ faculty member of the ITP executive committee will arrange the meeting.

If a currently serving student representative is leaving prior to the next fall semester election of a successor to the student liaison committee, a meeting will be scheduled as described above and the new representative shall serve for both the remainder of the current year and for the coming year.

**Duties of the student representative include:**

1. Participate in the election of a committee chairperson that will serve as the student contact with the Director of the ITP, as outlined in the ITP Bylaws.
2. Participate in the development/implementation of recruiting activities as directed by the Admissions Committee.
3. Provide input to the Director concerning programmatic issues via meetings held at least once each semester.
4. Serve on Ad Hoc Committees of the ITP as requested by the Director.

**Duties of the committee chairperson:**

1. Notify the ITP Director and provide contact information to facilitate communication.
2. Meet with the other members of the student liaison committee once each semester.
3. Work with the Director to facilitate student input in the ITP.
4. Call a meeting in September of the newly elected committee membership and proctor the vote for the position of chairperson.