April 30, 2013

MEMORANDUM

TO: Deans, Directors and Chairpersons

FROM: June Pierce Youatt, Acting Provost

RE: Women’s Advisory Committee to the Provost

I invite you to nominate candidates to serve on the Women’s Advisory Committee to the Provost, and to encourage academic faculty to self-nominate.

The Women’s Advisory Committee to the Provost is a Board established committee that advises the Provost on issues of special concern to women in academic positions at Michigan State University. The committee strives to represent the diversity of disciplines and academic positions at the University and supports minority participation on the committee. The committee has focused on such issues as the recruitment, retention and success of female faculty and graduate students, safety for women on campus, affirmative action and sex discrimination and harassment.

The committee is organized to represent various appointment categories. Membership selection is based on demonstrated interest and commitment to University level issues, gender issues and issues of inclusion. **Three positions for the 2013-2016 term are open – two for a tenured faculty member, and one for an academic staff member.**

Advisory committee members will be asked to serve for a three-year term, beginning with an orientation period this spring semester. The committee regularly meets on the second Wednesday of each month (September – May) from 8:30 a.m.-10:00 a.m., unless otherwise noted. Subcommittees meet as tasks require.

Nomination materials must be submitted by **May 6 to the Office of the Provost, 430 Hannah Administration Building.** The packet should include the application form (attached), and a short statement of interest and objectives (less than one page). Chairpersons and Directors should forward this memorandum and attached application form to all faculty.

Thank you for your assistance.
Women’s Advisory Committee to the Provost
APPLICATION FORM

Name of Nominee: ________________________________________________________

Campus Address: ________________________________________________________

Phone: _______________________________             Fax:  _____________________________________

E-Mail Address: _______________________________________________________________________

Nominator: (Not required) __________________________   Phone: ____________________________

Position Rank or Title:

____ Tenured Faculty                      ____ Professor
____ Non-tenured Faculty
       (Includes tenure system & fixed-term)
____ Associate Professor
       (Includes Specialists, Librarians, and continuing appointment system)
____ Assistant Professor
____ Academic Staff
____ Graduate Student
       (Includes Specialists, Librarians, and continuing appointment system)
____ Undergraduate Student
____ Other ________________________________

Location(s) of appointment:

Department _______________ College __________________________ Percent________________

Department _______________ College __________________________ Percent________________

Department _______________ College __________________________ Percent________________

Please attach this form to a statement of interest. The statement of interest (which should be one page or less of double spaced text) should include your name, current position and reasons for your interest in serving on the Women’s Advisory Committee to the Provost (WACP).

Additional information about the WACP
http://provost.msu.edu/planning/WACP.html

Send to: Office of the Provost
        Attn: Robin Pline  
        pline@msu.edu
        430 Administration Building
        Fax: 355-9601