

Recruitment Checklist for Students in University Governance



Staff
Resource



This resource has been prepared by the USASA Student Voice team to **assist** staff and students involved in governance processes at UniSA. The USASA Student Voice team aims to provide current **best-practice** advice and support to all members of the University Community looking to **enhance** their outcomes by involving students in decision-making.

For the purpose of this document, "committee" refers to any governance or decision-making body with membership from both students and staff. This may include, but is not limited to: working groups, steering groups, councils, and boards.

1. Consider the purpose of student involvement:

There is a lot to be gained from engaging student voices in decision-making, but there may also be situations where it is not appropriate or necessary. When engaging students, especially in unpaid roles, you should meet at least one of these criteria:

- Does the subject matter directly impact students?
- Will this involvement be capacity-building for the students and staff involved?
- Is this required by policy?

2. Identify your target audience:

Involving student voices in decision-making should be inclusive and diverse. However, there might be times where you are seeking views from specific cohorts.

- Does the subject matter directly impact students?
- Students from a particular Academic Unit and/or program
- Students from particular year levels (first year, second year, final year etc.)
- Students from different careers (undergraduate, postgraduate, HDR etc.)
- Students with different enrolments (on-campus, external etc.)
- Students with specific study experiences (international students, domestic students etc.)
- All students
- Other _____

3. Consider your timeline:

- Work backwards from when you want to hold your first meeting. Date: _____
- Consider the academic calendar, especially exams and peak assessment times
- Factor in an induction date for student reps if it can't be held during the first meeting
- Give yourself adequate time to promote the opportunity
- Give yourself adequate time to do the administrative work behind your chosen appointment method



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4. Select appointment method:

The most appropriate appointment method will vary for each group. Selecting an appointment method will require a combination of practical considerations and values.

- Anyone who is interested may be involved
- Selected by other students via an election
- Selected by USASA Board or other students via application and appointment process
- Selected by staff via application and appointment process
- Other _____

5. Promote the opportunity:

Promotion of the opportunity is the first touchpoint for setting expectations and clarity around the role. As well as targeting the right audience, ensuring that potential student representatives understand what they are signing up for will help you avoid disengagement due to role ambiguity later down the line.

If you are unsure how to craft the perfect role description, get in touch with the USASA Student Voice team for advice. We can also list your opportunity on the website, and notify students on our direct mailing list.

- Write a short description about the position, including purpose, scope, time commitment, whether it is paid/voluntary, and the closing date for applications/nominations
- Promote via your internal channels
- Promote via USASA Student Voice website and mailing list

6. Receive nominations:

This step will depend on the appointment method selected.

- Ensure panel has been arranged to assess applications/nominations if required
- Notify students of the outcome

7. Hold induction:

Download **Induction Checklist for Committees with Student Members** at USASA.sa.edu.au/StudentVoice