UNIVERSITY PROGRAMS COUNCIL
CIO CONNECTIONS DIRECTOR APPLICATION

Name: Student ID No.

E-Mail: Phone:

Year: School:

Are you applying for one or more positions? (Circle) Y | N

If Yes, please list all positions you are applying for in ranked order:
1. __________________________
2. __________________________
3. __________________________

Your completed application must include:

☐ Front student identification page
☐ Section I : Read UPC information and Director responsibility guidelines
☐ Section II : Short answer responses *Please attach a separate sheet for responses
☐ Section III : Interview Availability
☐ Section IV : Supplement two recommendation forms*

Recommendations must be provided according to the following criteria:
For current UPC Executive Council members:
* One from another member of the current UPC Executive Council
* One from a member of faculty, staff, or administration

For current UPC Committee Directors:
* One from a member of the current UPC Executive Council
* One from another person of your own choosing

For current UPC Committee Members:
* One from a UPC member involved with a committee you are applying for
* One from another person of your own choosing

For all others:
* One from an individual with whom you have worked (paid or volunteer) or a member of faculty or administration
* One from another person of your own choosing

Recommendations can be submitted with the application, submitted in person or mailed directly to the UPC Office:
Stephanie Nguyen
University Programs Council
PO Box 400701
Newcomb Hall, Rm. 187
Charlottesville, VA 22904

☐ Section V: Please attach either a resume or detailed list of University activities and/or positions

All applications should be hand delivered to the front desk of the UPC Office or mailed to the address listed above by 5:00pm, Friday January 28, 2010.
Section I: UPC information and Director responsibility Guidelines

Committees
- Arts and Enrichment
- Cinematheque
- CIO Connections
- Comedy
- Late Night Programming
- Marketing
- PKG Concerts
- Short Courses
- Special Events

UPC Core Purpose
To enrich the lives and learning of the entire University of Virginia community through services and programs.

UPC Core Values
- Dedication and enthusiasm
- Accountability
- Teamwork
- Integrity and respect
- Maintaining a welcoming community
- Being innovative and responsive

Envisioned Future:
- Maximize attendance at all events
- Increase recognition of UPC
- Train and inspire future leaders

CIO Connections Director Description:
The CIO Connections committee seeks to collaborate with CIOs and other groups around Grounds. It serves as UPC’s primary way of reaching out to other organizations and creating opportunities for those groups to come together through innovative events and programs. The director is encouraged not only to accept co-sponsorships from CIOs that approach UPC, but also create programs that enrich the University by bringing different groups together.

Past Events brought by CIO Connections:
- Culturefest (Family Weekend)
- Pumpkins on the Lawn co-sponsorship with Art Students Society
- Farmer’s Market
- India Day
- Safe Day
- Black Students Association Culture Week
- Newcomb Crawl (Welcome Week Annual)
- Breast Cancer Awareness Month
- Photo Day
- APAHM Keynote Speaker

**These are examples of events that have been done in the past not necessarily events that CIO Connections is expected to put on in the coming year**
Upon accepting an offered Director position, you will sign an official sheet of detailed responsibilities and receive a copy for your records. Additionally, you will be expected to attend the events of all of the important dates for incoming governing council members.

Committee Director Responsibilities

1. Attendance for the duration of weekly Governing Council meetings is REQUIRED.
2. Attendance at retreats, trainings, and meetings is mandatory. We have one Spring Retreat and one Fall Retreat. Please note, the Fall Retreat and subsequent training requires you to come to school 1-2 weeks before the start of classes. *
3. Attendance at weekly Advisor meeting.
4. Attendance at your weekly committee meetings; typically one hour in length.
5. Fulfillment of at least 4 office hours per week.
6. Act in compliance with UPC and UVA rules and regulations.
7. Maintain at minimum a 2.0 semester GPA and 2.2 cumulative GPA.

IMPORTANT DATES for Incoming Governing Council

SELECTIONS DEADLINES
Monday November 29, 2010 Applications for 2010-11 Governing Council (Exec. Officers & Committee Directors) available
Friday January 21, 2011 Applications for 2010-11 Executive Council due by 5:00pm
Friday January 28, 2011 Applications for 2010-11 Governing Council Committee Directors due by 5:00 p.m.
Friday January 28, 2011 Interviews for 2010-11 Executive positions (specific time TBD)
Friday February 11, 2011 Interviews for 2010-11 Committee Directors (specific time TBD)

MEETINGS (Subject to Change)
2010-11 GC weekly meeting, on Monday evenings while classes are in session
March 18-20 2010-11 Governing Council Retreat (overnight off-Grounds, 1-2 nights)

2010-2011 ACADEMIC YEAR (Subject to Change)
August 9-11 2010-11 Executive Council Work Days
August 12 2010-11 6:00pm Governing Council Meeting
August 13-18 2010-11 Governing Council Retreat, training, and preparations for Welcome Week & fall semester
Note: Welcome Week (events determined during Budget and EP meetings in Spring 2011)
August 20 Move-In Day and Greeters

I HAVE READ AND UNDERSTAND THE RESPONSIBILITIES OF A UNIVERSITY PROGRAMS COUNCIL COMMITTEE DIRECTOR AND AGREE TO FULFILL THESE RESPONSIBILITIES IF SELECTED FOR THIS POSITION.
NAME (Please Print) ________________________________
SIGNATURE _____________________________________________
Please answer the following on a separate sheet of paper (typed answers preferred).

1. Why do you want to be director of the CIO Connections Committee? What made you decide to apply for this position in particular?

2. What is your vision for CIO Connections? What potential programs are you excited about bringing to the University? Please be as specific as possible about your ideas and how you would work with your committee to execute your vision.

3. What leadership qualities and experience do you think would make you a good director of this particular committee?

4. Please list the activities you plan on being involved with next during the 15-month term of this position (beginning February 2011 through early May 2012) and the weekly time commitments involved with each. How will you adjust your schedule to meet the commitments of UPC (between 10 - 15 hours per week)?

Section III : Interview Availability

All applicants must interview for each position that they are applying for. If you apply for two positions, you must have two interviews. If you are interviewing for two positions in the same grouping, we will try to schedule them consecutively, but this is not guaranteed. All interviews will be conducted on Friday February 11th, 2011 and will last approximately 20 minutes.

- Arts & Enrichment, Short Courses, Late Night Programming 9am-11:30am
- PKG Concerts, Cinematheque and Comedy Noon-2:00pm

CIO Connections, Marketing, Special Events 2:30pm-5pm

Please cross out all times you are NOT available on Friday February 12.
Include this page in your application (may arrive at office separately)

University Programs Council
Committee Director Applicant Recommendation Form

Evaluator Name: _____________________________________________
Applicant Name: _____________________________________________
Position(s) Desired: ___________________________________________

In what capacity and how long have you known this candidate?

Please rate the candidate on his/her level of experience in the following areas and briefly comment on his/her experience (5 being the highest):

*If you do not know, please put N/A

Leadership Experience 1 2 3 4 5______________________________
(i.e. Leading a group/committee)

Leadership Ability 1 2 3 4 5______________________________
(i.e. Delegation, project management, etc.)

Knowledge of program planning 1 2 3 4 5________________________

Commitment to responsibilities 1 2 3 4 5________________________

Availability 1 2 3 4 5______________________________

Communication Skills 1 2 3 4 5______________________________

Accountability of self and others 1 2 3 4 5______________________________

Additional Comments (Please feel free to attach a separate page):

These comments are confidential and will be read only by the individuals serving on the selections panel.

Return to applicant, or return or send directly to:
Stephanie Nguyen | Vice Chair for Membership
University Programs Council | 187 Newcomb Hall | PO BOX 400701
Charlottesville VA 22904-4701

If you are applying for multiple director positions, you only need to submit one copy of the recommendation form.
Section III: Recommendations

Include this page in your application (may arrive at office separately)

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(i.e. Delegation, project management, etc.)

Knowledge of program planning 1 2 3 4 5 __________________________

Commitment to responsibilities 1 2 3 4 5 __________________________

Availability 1 2 3 4 5 ________________________________

Communication Skills 1 2 3 4 5 ________________________________

Accountability of self and others 1 2 3 4 5 __________________________

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