

PAS Program Student Liaison Policy and Procedure

Each PAS student cohort selects a student liaison from each campus. Student liaisons serve for a one-year term (January through December). PAS program administrative faculty and student liaisons facilitate communication between the faculty and students.

Procedure

1. At the end of the first semester, the student body votes as a group for one student liaison from each campus to represent their class to the faculty. Students selected for this position should have strong communication skills and perform well academically. Preference should be given to students with an interest in education.
2. Selected student liaisons meet with the previous year's student liaisons to orient them to the position.
3. The PAS Department Chair, PAS Program Director, and the PAS Traverse City Assistant Program Director invite the student liaisons to at least one meeting per semester.
4. Topics include curriculum, student orientations, program schedules, procedural items, logistics, facilities, and program policies.
5. Conversations should be free of topics related to specific faculty. Concerns with specific faculty should be addressed directly with the faculty member (either face-to-face or in the end-of-semester evaluations). Students who are uncomfortable addressing a concern directly with a faculty member may seek guidance from the PAS Program Director or Department Chair. If the liaison is uncertain whether a concern reflects a specific faculty issue or a broader program issue, they may consult with PAS program administration for guidance in making that determination.
6. PAS Program faculty may ask the student liaison to gather feedback from the class on various topics.