THE UNIVERSITY OF TEXAS AT EL PASO
STUDENT GOVERNMENT ASSOCIATION
APPOINTMENT INFORMATION

HOW TO APPLY:
1. Pick up an application at Union East 304, OR
2. Fill out the application online at minetracker.utep.edu/organization/sga, under “Forms” and “Personnel Applications.”

For more information or for questions, please contact sga@utep.edu.

Applications are available online at minetracker.utep.edu/organization/sga.

Process:
Application will be reviewed by Senate Application Review Committee (SARC). They will be responsible for contacting the applicant, scheduling, and conducting an interview. Once SARC makes a decision, they will make their recommendation to the President for a 30-day trial appointment (with the exception of Faculty Senate Standing Committees). During the trial appointment the candidate must attend all meetings and events required by the Student Government Association. After the 30-day trial appointment, the Senate will discuss and vote to make the candidate a permanent appointment.

SGA APPOINTMENT RESPONSIBILITIES

**Executive Assistant:** Assist the President as well as the Executive Branch with any duties assigned.

**Legislative Assistant:** Assist SGA officers and senators in the legislative process and on various projects.

**Attorney General:** Attorney General represents the SGA judicial system, prosecutes violators of the SGA Constitution, legislation of the SGA and any other regulations within the jurisdiction of the SGA.

**Supreme Court Justice:** Rules on cases involving the SGA Constitution, legislation of the SGA and other cases referred to it by the SGA Senate as stipulated by the SGA (2 year term) Constitution and/or office of Student Affairs.

**Traffic Court Justice:** Listen to and rule on cases concerning traffic and/or parking violations.

**Prosecutor:** Prosecutor represents the SGA and prosecutes in-court cases before the Student Traffic Court.

**Public Defender:** Represent student accused of violations of The University’s Parking and Traffic Regulations before the Student Traffic.

**Judicial Assistant:** Take minutes and coordinates the meeting liaison between Supreme Court and Traffic Court and record monthly results of Court meetings.

**Faculty Senate Standing Committee Members:** Will meet with their assigned committee once a month and report what was discussed in their meeting back to the Student Government Association and the Vice President for External Affairs.
**Positions Available for Appointment**

<table>
<thead>
<tr>
<th>Position</th>
<th>Number</th>
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<tbody>
<tr>
<td>Executive Assistant</td>
<td>1</td>
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<tr>
<td>(Appointed by the President)</td>
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<tr>
<td>Legislative Assistant</td>
<td>23</td>
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<tr>
<td>(Interviewed by SARC and approved by Senate majority)</td>
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<tr>
<td>Attorney General</td>
<td>1</td>
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<tr>
<td>(Appointed by President and approved by 2/3 vote of Senate)</td>
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<tr>
<td>Supreme Court Justice</td>
<td>7</td>
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<td>(30-day appointment by the President and 2 year appointment by the Senate majority)</td>
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<tr>
<td>Traffic Court Justice</td>
<td>3</td>
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<tr>
<td>(30-day appointment by the President and June 1st – May 31st appointment by the Senate majority)</td>
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<tr>
<td>Prosecutor</td>
<td>1</td>
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<td>(30-day appointment by the President and June 1st – May 31st appointment by the Senate majority)</td>
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<tr>
<td>Public Defender</td>
<td>1</td>
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<tr>
<td>(30-day appointment by the President and June 1st – May 31st appointment by the Senate majority)</td>
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<tr>
<td>Judicial Assistant</td>
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<td>(30-day appointment by the President and June 1st – May 31st appointment by the Senate majority)</td>
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<tr>
<td>Faculty Senate Standing Committee Members</td>
<td>31</td>
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<td>(June 1st – May 31st appointment by the Senate majority)</td>
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ACADEMIC AFFAIRS

ACADEMIC POLICY: 2 FULL-TIME STUDENTS
To recommend policy and procedures for undergraduate admission and readmission to the University; determining good standing, academic probation, and academic suspension; readmission of former students; awarding honors; awarding of degrees and other University credentials; representing a list of graduate for degree approval following each commencement.

GRADUATE SCHOLARSHIPS: 2 GRADUATE STUDENTS
To recommend policy to the Dean of the Graduate School for the awarding of all University administered Graduate scholarships and fellowships.

UNDERGRADUATE CURRICULA: 2 STUDENTS
To recommend policies and procedures related to curricula, degree requirements, new programs, course changes, additions and deletions; to receive actual proposals from the colleges concerning curricula, programs and courses and to review those proposals for adherence to prescribed form; to resolve any college jurisdictional conflicts arising in the development of course, programs, and curricula.

UNDERGRADUATE SCHOLARSHIP: 3 STUDENTS
To recommend criteria, policies, and procedures for administering all University undergraduate scholarships; to make these available for public information; to review the administration of these policies at least annually; award all University undergraduate scholarships; serve as an Appellate Committee for issues involving undergraduate scholarships, except for athletic scholarships.

FACULTY AFFAIRS

RESEARCH: 2 GRADUATE STUDENTS
To receive and evaluate applications for University Organized Research Grants, and to make pertinent recommendations.

STUDENT AFFAIRS

STUDENT WELFARE: 5 STUDENTS
To propose, review and evaluate the administrative policies for the recognition and registration of student organizations; and to mediate any dispute arising from the denial of recognition of student group’s petition for recognition; at the request of the President, review appeals from decisions of Hearing Officer and the Dean of Students regarding student organizations and make Recommendations to the President; advise the Vice President for Student Affairs on policies related to student organizations, social activities, student government, student recreation, facilities, disable student services, international programs, union services, residence life, and student support and counseling; advise the Bookstore Director, the Director of the Student Health Center and the General Manager of Good Services on the development of policies and procedures. Work with the respective faculties of the various colleges to promote support, and encourage student development through involvement and participation in the activities and programs offered by the University.
STUDENT CONDUCT: 4 STUDENTS

To consult regularly with the Dean of Students on disciplinary policies; recommend to the Dean and to the University changes in student disciplinary policies, rules and practices; recommend to the University President a Standing Panel of available Hearing Officers; upon referral by the President, to review appeals of disciplinary action and to make recommendations to the President.

STUDENT PUBLICATIONS: 5 STUDENTS

To determine policy, operating procedures and guidelines for all student publications; implement and enforce the pertinent provisions of Regent’s Rules and Regulations and the Handbook of Operating Procedures; impose sanctions, including removal, upon staff members of student publications as may be required; establish and if necessary waive requirements and qualifications for appointees to student publications staffs; appoint all student staff members of the student publications, including editor-in-chief, associate editors, business managers, and advertising managers; approve budgets for all student publications; maintain a close working relation with, and seek the counsel and advise of the Director of Student Publications; consider complaints involving libel, obscenity, or violations of policies; resolve disputes pertaining to publications; approve petitions for recognition of new student publications.

UNIVERSITY AFFAIRS

LIBRARY: 2 UNDERGRADUATES AND 1 GRADUATE STUDENT

To recommend policies pertaining to Faculty and student library needs.

MUSEUM: 1 UNDERGRADUATES AND 1 GRADUATE STUDENT

To recommend policies pertaining to Faculty and student museum needs; advise on matters concerning the coordination of museum exhibits, collections and research for suitable additions to the museum.

INFORMATION TECHNOLOGY: 1 UNDERGRADUATE AND 1 GRADUATE STUDENT

To recommend policies pertaining to University, Faculty and student needs in information technology.