

# GSAC Positions & Timeline Table

## Executive Board

Executive Board						
			SPRING SEMESTER		FALL SEMESTER	
Position	Name	Term of Office	January - February	March - April	mid-August - mid-October	mid-October - mid-December
<b>Executive Board Presidency**</b>			Present Towne Hall staff/faculty awards at faculty and/or staff meetings.	Appoint Master's Associate Vice President for next semester.		Appoint Master's Associate Vice President for next semester [current presidency].
<b>GSAC President</b> [PhD Student, Previous Vice President]	Tiffany	1 Calendar Year (January - December) OR until graduation (whichever comes 1st)	Conduct Towne Hall meeting for all GSAC members. Gather Towne Hall feedback & discuss with faculty as needed. Survey students about interest in courses offered next academic year.	Conduct Executive Board Presidency vote for chair/committee positions for next academic year. [Can also be done in summer.]	Conduct Welcome Back meeting for all GSAC members. Hold General Elections for Vice President (President-Elect). Assign unforeseen committees/chairs.	Survey for and send in nomination for Ramona W. Cannon Award for Teaching Excellence in the Humanities. (Call comes out in November.)
<b>Vice President (President-Elect)</b> [2nd or 3rd Year PhD Student at time of Election]	Rachel	2 Calendar Years (January, Year 1 - December, Year 2) Year 1: Vice President Year 2: President (May take over as President early.)	Gather grad student departmental responsibilities for next academic year for chair/committee positions and for calendar and survey.	Send chair/committee top 3 choices survey to GSAC members for next academic year. Make recommendations for chair/committee positions.	Call for applications for Executive Board positions (Executive Assistant and Treasurer). Recommend unforeseen committees/chairs.	Conduct Executive Board Presidency vote for Executive Board members for next calendar year (Executive Assistant and Treasurer) [new presidency].
<b>Master's Associate Vice President</b> [Master's Student]	Rachael	1 Semester (Fall or Spring)	Set up conference proposal writing workshop with faculty.	Recommend Master's Associate Vice President for next semester.	Set up IRB writing workshop with faculty.	Recommend Master's Associate Vice President for next semester.
<b>Executive Board Non-Presidency Members</b>						
<b>Executive Scheduler</b> [PhD or Master's Student]		1 Calendar Year (January - December)	Help VP gather grad student responsibilities. Add all grad student responsibilities to calendar. Send reminders.	Invite committees and chairs to their calendar events. [Can also be done in summer.] Send reminders	Gather unforeseen grad student responsibilities for this academic year for committee/chair positions. Send reminders.	Send reminders.
<b>Executive Treasurer</b> [PhD or Master's Student]		1 Calendar Year (January - December)	Apply for WRS Department annual funding (February). Apply for ASUU semester funding.		Apply for ASUU semester funding.	

### Supporting GSAC Positions

Position: Title	# of Positions & Name(s)	Term of Office	Faculty or Staff Contact	Fall Semester	Spring Semester	Summer Term
<b>Senior Consultant</b> [4th+ Year PhD Student]	1 Mitzi	1 Academic Year (August - August)	Jay	Advise GSAC Presidency. Communicate information about job placement and market as they receive it. Coordinate visits or information sessions with previous graduates.		
<b>WikiNotes Glossary Controller</b> [Senior Student]	1 Budor	1 Academic Year (August - August)	Jay	Monitors WikiNotes page for organization and accuracy. Takes suggestions from students for terms to be added. Invites contributors as needed.		
<b>Peer Mentor</b> [3rd or 4th Year PhD Student]	2 Muath Aubrey	1 Academic Year (August - August)	Jay	Paid Positions: \$500 per year each. 2024-2025 Peer Mentors are already in place. 2025-2026 Peer Mentor positions will be re-ratified in constitution by selection date.		

### GSAC ADVISING POSITIONS

Department Position	Name	Term of Office	Year Round
Department Administrative Assistant	Hailey	Continual	Act as campus connection for email/calendar and IT (WRSGSAC@utah.edu). Oversee website. Oversee website calendar. Help facilitate ordering and purchases. Assist with room requests. Provide Access to GSAC Headquarters.
Faculty Director of Graduate Studies	Jay	3 Year Rotation through WRS Faculty	Help identify graduate student service responsibilities and opportunities. Give guidance on matters specific to the department and field. Support GSAC endeavors.
Department Staff Graduate Advisor	Karli	Continual	Help guide and provide examples of graduate student milestones. Answer institutional questions including graduate school questions. Conduct anonymous surveys/votes as needed. Maintain grad student UBox. Assign desks and cubbies.

### All GSAC Members

Position: Title	# of	Term of	Faculty or	Fall Semester	Spring Semester	Summer Term
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	Members	Office	Staff Contact			
<b>All GSAC Members</b> [all graduate students in WRS]	21	During graduate program	Jay	Aug/Sept: Welcome Back Meeting. October: Mid-Semester Social. Desk-days. Writing & Research Co-ops. End-of-Semester Peer Review Day.	January: Towne Hall Meeting Feb./March: Mid-Semester Social. Desk-days. Writing & Research Co-ops. End-of-Semester Peer Review Day.	July: Optional Mid-Term Summer Social (based on interest/availability)

**Standing Chairs & Committees**

Position: Title	# of Committee Members & Names	Term of Office	Faculty or Staff Contact	Fall Semester	Spring Semester	Summer Term
<b>Retention, Promotion, and Tenure Reporting Standing Committee Chair</b> [PhD or Master's Student]	at least 3 and no more than 4	1 Semester (Fall)	Lisa & Maureen	Obtain form and other supporting documents in UBox. Fill out form and divide tasks. Make collective recommendation. Sign form. Submit form.		
<b>Student Recruitment &amp; Welcoming Standing Committee Chair</b> [PhD or Master's Student]	2 or more	1 Academic Year (August - August)	Jay	Organize and conduct SLC tours for new students as needed. Connect new students with Graduate Student Advisor and Peer Mentor program. Pay special attention to International and out-of-state students giving housing info, transportation info, and other resource info.	Organize recruitment day with assigned faculty member. Coordinate recruitment Zoom meetings with Executive Board and with GSAC members with shared interest or experience with recruits' areas of interest. Connect new recruits with faculty who could be helpful. Create casual social meet-ups for international, out-of-state, and other students.	Attend New Student Orientation
<b>Ad-hoc Standing Committee Chair</b> [PhD or Master's Student]	2-3	1 Academic Year (August - August)	Jay	Be available for lunches/dinners with distinguished guests and other one-time opportunities as they arrive. (Others can join too, but we want at least one ad-hoc committee member at these.)	Be available for lunches/dinners with distinguished guests and other one-time opportunities as they arrive. (Others can join too, but we want at least one ad-hoc committee member at these.)	
<b>Working Interactions</b>	0-2	1 Academic Year (August -	Karli or Hailey if needed	Survey students for schedules and create one or two desk-days.	Survey students for schedules and create one or two desk-days.	

<b>Standing Committee Chair</b> [PhD or Master's Student]		August)		Survey students for interest/need and create Writing/Research co-ops. Create end-of-semester peer review days with food.	Survey students for interest/need and create Writing/Research co-ops. Create end-of-semester peer review days with food.	
<b>Student Social Standing Committee Chair</b> [PhD or Master's Student]	2-3	1 Academic Year (August - August)	Hailey for room reservation and food order/purchase	Aug/Sept: Welcome Back Meeting. Organize and conduct mid-semester student social (early Octoberish).	January: Towne Hall Meeting Organize and conduct mid-semester student social (end-Feb/early-March).	Optional: Organize and conduct mid-term student social or retreat (July or August).

**Other Committees & Chairs**

<b>Position: Title</b>	<b># of Committee Members Names</b>	<b>Term of Office</b>	<b>Faculty or Staff Contact</b>	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer Term</b>
<b>Summer Volunteer Opportunity Committee</b> [PhD or Master's Student]		1 Semester (Fall or Spring)				Find one or more outside volunteer opportunities for grad students. Share the opportunities with GSAC general membership. Organize meet-ups for volunteers.
<b>CCCC's Committee</b> [PhD or Master's Student]		1 Semester (Spring)	Jay 2025?		Help with department-sponsored party. Help create and distribute a schedule of our department's presenters. Reach out to students to see interest in sharing housing or staying at same hotel. Get people together for meals and meet-ups as preferred.	
<b>RSA Representative &amp; Committee (2026)</b> [PhD or Master's Student]		1 Semester (Fall or Spring)	Jay 2025? Kendall for Rep?		Represent WRS students at student chapter of RSA. Help with department-sponsored party. Help create and distribute a schedule of our department's presenters. Reach out to students to see interest in sharing housing or staying at same hotel. Get people together for meals and	

					meet-ups as preferred.	
<b>Undergraduate Writing Symposium Committee</b> [PhD or Master's Student]		(April)			Help WPA with getting the word out, setting up for, and taking down event.	
<b>Hiring Committee</b> [PhD or Master's Student]		(2026) -tentative-			Attend job talks, lunches and dinners. Be available for candidates to meet with a group of grad students for info. Identify and invite grad students who match candidates interests. Possibly—be on hiring committee. (If they do have a grad student, the faculty may want to choose someone who has matching interests instead.)	
<b>Other</b> [PhD or Master's Student]						
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Continue with more rows as needed...