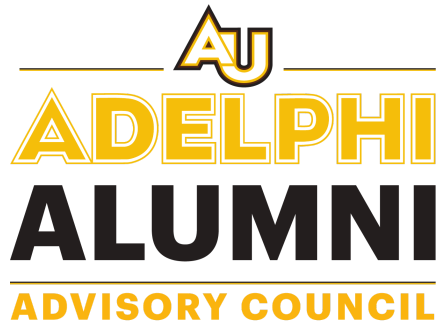




# **Alumni Advisory Council Membership Selection Policy**

## **Purpose**

The Adelphi University Alumni Advisory Council (AUAAC) is committed to maintaining a transparent, equitable, and thoughtful membership selection process that identifies alumni who demonstrate a strong commitment to advancing the mission of the University and supporting its alumni community.

## **Membership Selection Process**

### **1. Application Period**

Applications for Alumni Advisory Council membership will remain open for a minimum of four (4) weeks. The application timeline and eligibility requirements will be communicated through appropriate University channels.

### **2. Initial Application Review**

Upon the close of the application period, each application will be reviewed using the established AUAAC Membership Rubric. The Membership Committee members will evaluate each applicant based on predetermined criteria.

### **3. Candidate Interviews**

Each applicant will be assigned to designated Alumni Advisory Council committee members for an interview.

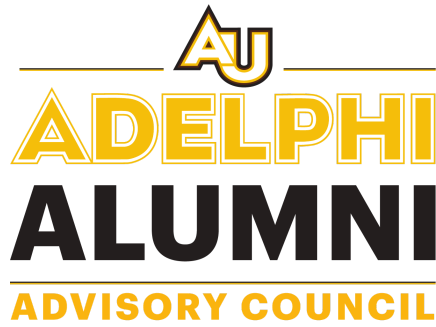
Interviewers are responsible for:

- Contacting their assigned applicants to schedule a conversation by phone, video conference, or another mutually agreed-upon format.
- Asking the Council's standardized interview questions to ensure consistency across all candidates.
  - What interests you most about serving on the Alumni Advisory Council?
  - In what ways do you enjoy getting involved, whether professionally, in your community, or through volunteer activities?
  - If you were selected to join the Council, how would you hope to contribute during your first year?
- Taking notes during the conversation to document the applicant's responses, interests, and potential contributions.

### **4. Interview Evaluation and Recommendation**

Following each interview, interviewers will submit:

- Their interview notes.
- A completed evaluation based on the membership rubric.



- A recommendation to **Accept** or **Decline** the applicant for membership.

Recommendations should consider both the written application and interview performance.

## 5. Selection Committee Review

Once all interviews have been completed, the Membership Committee members, Vice Chair(s), and Alumni Relations staff will convene to review all applications, interview feedback, rubric scores, and recommendations.

The committee will discuss each candidate and make final membership decisions by consensus whenever possible.

## 6. Notification of Applicants

Following the completion of the review process, applicants selected for membership will be notified through a three-step process:

1. **Initial Outreach:** The Director of Alumni Relations will contact selected applicants to congratulate them.
2. **Chair Welcome Call:** The Alumni Advisory Council Chair will follow with a personal phone call to welcome each new member, answer questions, and share expectations for Council service.
3. **Official Appointment Letter:** Upon acceptance of the invitation, the Vice President for Advancement and External Relations will send a formal appointment letter welcoming the individual to the Alumni Advisory Council. A gift will accompany this letter.

Applicants who are not selected during the current application cycle will receive a written communication from the Office of Alumni Relations thanking them for their interest and encouraging their continued engagement with the University and consideration for future Council opportunities.

## Guiding Principles

The Alumni Advisory Council strives to build a diverse and engaged membership that reflects the breadth of the University's alumni community. Selection decisions are based on demonstrated commitment, leadership potential, willingness to actively participate, and the overall needs and composition of the Council. Membership decisions are made in the best interest of the Council and the University.