

Head Delegates: Position Description, Selection and Grievance/Removal Process

Policy enacted 9 April 2012. Final Version 3.0. MB Ed.

The Pace University New York Model United Nations program is offered by the Department of Political Science within the Dyson College of Arts and Sciences both as classes (POL303A and POL303C) and a club (<http://pacenycmun.org/about/>). The program offers students an opportunity to engage in a policymaking simulation and is co-facilitated by both a faculty advisor and three to four student ‘head delegates.’ Though the position offer no remuneration, head delegates engage in intensive hands-on training in leadership, mentoring and teaching and participate in Model United Nations conferences. This policy document (and application form on the final page) outlines the role of the head delegates, their selection and removal process as well as ways for students to raise bringing grievances against current head delegates. It was adopted after consultation within the Department of Political Science, and with current head delegates. It has been endorsed by the department Chair.

a. Position description

Three (3) to four (4) head delegates assist the faculty advisor in mentoring, leading, teaching, assessing and providing pastoral care to the students in the Model United Nations program. It is a position of authority that is challenging, emotionally-demanding, time-consuming and cannot be taken lightly. The position requires head delegates to:

1. Commit to a term of at least two (2) consecutive semesters, up to a total of six (6) consecutive semesters
2. Commit to an average of 15 hours work a week. Some weeks may be less busy. Other weeks, such as when position papers are due or during conference can be as much as 30-35 hours of work
3. Commit to a one hour head delegate meeting with the faculty advisor once a week and for the 2 hour 45 minute class session once a week.
4. Work together as a team with the faculty advisor and other head delegates
5. Keep to deadlines outlined in the syllabus and in meetings with the faculty advisor and other head delegates
6. Co-facilitate POL303A and POL303C classes with the faculty advisor, planning and leading class activities, lectures and simulations
7. Co-edite position papers at the various stages of their development, providing suggested grades to the faculty advisor
8. Mentor students in the knowledge, attitudes and skills needed to succeed in Model UN

9. Observe, assist and assess students at Model UN conferences
10. Assist the faculty advisor in logistics for Model UN conferences, when necessary
11. Participate when necessary in delegations at conference, being willing to take over a delegation if a student drops out
12. Offer limited pastoral care to students at conference, referring them to the faculty advisor and the Pace University student support systems
13. Offer suggestions of grades for class and conference participation

To run for head delegate, a student must have:

1. Taken Model UN as a class and/or club for at least two (2) semesters and participated in at least two (2) Model UN conferences
2. Received a “B” or above in Model UN classes
3. Passed, or be in the process of taking, POL114 Introduction to International Relations
4. Comported themselves professionally, responsibly, effectively and thoughtfully at previous conferences

Head delegates should also ideally have the following attributes:

1. An understanding of and experience in Model United Nations conferences
2. A record of leadership and mentoring
3. Knowledge of and interest in international political, social and/or economic issues
4. A record of leadership, mentoring and/or teaching
5. Effective time management
6. Excellent public speaking skills
7. Excellent writing and editing skills
8. Ability to provide limited pastoral care
9. Comport themselves professionally, responsibly, effectively and thoughtfully
10. A friendly and congenial demeanor, openness to listen to others
11. An ability to think reflectively about their work, take and offer constructive criticism

b. Selection Process

Incumbent head delegates may serve a total of six consecutive semesters at the discretion of the faculty advisor (see part d for removal process of an incumbent head delegate). If a head delegate position opens up, the faculty advisor will oversee the following new head delegate four-part selection process that aims to balance prudence, transparency, student participation and institutional review:

Step 1: Announcement: Vacancy for head delegate position(s) is announced publically in the POL303A or POL303C class and posted on the <http://www.pacenycmun.org> website, along with this document (including the application form) and the deadline for submission of applications.

Step 2: Application and Certification: Head delegate applicants must fill out the attached application form and return it by email to the faculty advisor by the deadline. If the Model UN advisor is satisfied

that they meet the basic criteria of the position, applicants will be certified as candidates on the shortlist eligible for the next step in the process. Their candidate statement (from the attached application form) will be forwarded to the Model UN class and club for their review.

Step 3: Hustings and Election: Each student on the shortlist will give a two-minute speech in a meeting of the Model UN class/club and will take questions for up to eight (8) minutes. Then the certified list then goes up for a publically-announced election in a secret ballot in which each student selects their top two choices. The Model UN adviser will count ballots and the Chair of Political Science will certify the results. Candidates can demand one open recount if they wish to object.

Step 4: Interviews and Final Selection: The top candidates from the election will be interviewed by the faculty advisor and incumbent head delegates. Final discretion for the selection of incoming head delegates lies with the Model UN faculty advisor. His/her decision may be appealed to the chair of the Department of Political Science.

c. Grievance Process

To ensure head delegate accountability, if Model United Nations students have a grievance against a head delegate that they are unable to resolve in person, they may file a verbal and/or written complaint in confidence with the faculty advisor who will determine the appropriate corrective or disciplinary course of action. The faculty advisor's decision(s) may be appealed to the chair of the Department of Political Science.

d. Removal Process

The head delegates ultimately serve at the discretion of the faculty advisor (with appeal to the department Chair), who reserves the right to remove head delegates for the following inappropriate behavior:

1. Incompetence
2. Inability to complete the necessary work
3. Bullying
4. Harassment
5. Discrimination
6. Misleading students or faculty
7. Abuse of authority
8. Other serious misconduct

If the faculty advisor learns of allegations of such behavior, s/he will investigate and meet with the head delegate in question, outlining the allegations. The head delegate will have the chance to refute the allegations and/or explain themselves. The head delegate will then be informed in writing of the faculty advisor's decision, which may be appealed to the department Chair.



Pace University New York City
Model United Nations Program, Department of Political Science

e. Head Delegate Position Application Form (Please return to faculty advisor before deadline)

Full Name: _____

Email: _____ Graduating Class: _____

Majors and Minors: _____

- 1) Attach a current resume to this form. Resume attached? Yes/No
- 2) Will you be taking Model UN in Fall 2012 as a class? _____ or a club? _____
- 3) Will you be taking Model UN in Spring 2013 as a class? _____ or a club? _____
- 4) What semesters have you taken Model UN as a class (please list your grade in each class)?

- 5) What semesters have you taken Model UN as a club?

- 6) What Model UN conferences have you attended, which countries did you represent and what committees were you in?

- 7) What semester did you take POL114 Introduction to International Relations? Please list your grade if you have completed the class, your midterm grade if you are continuing to take the class.

- 8) Please read through the above policy document outlining the head delegate position and explain in 250-500 words why you believe you would make a good Model UN head delegate (Candidate Statement). Make sure to cover your knowledge of international issues, your experience in Model UN and your leadership, mentoring, teaching and pastoral care experience.