



Davis United World College Scholars PROGRAM

Campus Liaison Officer

The President/Chancellor of each partner school in the Davis UWC Scholars Program (DUWCSP) appoints a Campus Liaison Officer (our "campus contact" person) and notifies the DUWCSP office of this appointment when accepting the annual grant. This liaison is essential to the effective management of the grant, key to the program's success on campus, and responsible to the DUWCSP office for timely and complete reporting.

Liaison Responsibilities

- Be the principal "voice" of the DUWCSP on campus. Engage personally with the program and the scholars, "own" the success of the underlying mission and objectives of the program and convey that spirit to colleagues.
- Be the program's "communicator" and "coordinator" on campus. Get together with all relevant colleagues on campus to orient them to the potential and expectations of the program: constituents on campus who should be engaged include the president/chancellor and their staff, admissions, financial aid, international student advising, student and residential services, development, and relevant faculty. Keep all these people current with the program.
- Monitor the program through all its components each year, ensuring a timely response to any correspondence from the DUWCSP office, including the annual grant agreement sent to the president/chancellor.
- Gather the scholars together sometime in the fall or early winter. This is best done ceremonially with your president/chancellor or some appropriate top official of the school would be appreciated—at which time the DUWCSP globes can be presented to first-year scholars, symbolizing the honor of being named a Davis UWC Scholar as well as reinforcing the underlying purposes of the overall program. Forward pictures for annual report consideration.
- Ensure complete preparation and timely submission of your school's annual report including senior photos, president's/chancellor's testimonials and alumni tracking. Annotate and submit any changes to the online scholar roster as they occur so the DUWCSP office has a current and accurate record of its scholars.
- Throughout the year, share with the DUWCSP office and relevant campus colleagues any news or publicity (along with any available photographs) on the scholars or the program. Stories about our scholars should make reference to them as "Davis United World College Scholars."
- Gather the Davis UWC Scholars together in the spring to say farewell to your DUWCSP seniors. Forward pictures for annual report consideration.
- In May, to facilitate grant planning, provide the DUWCSP office with preliminary admissions data on anticipated matriculation results for the fall.
- When requested by our Office, arrange the occasional campus visits of DUWCSP officials and their interaction with the president/chancellor, relevant faculty and staff, and the scholars themselves. Forward pictures for annual report consideration.