		_	
	Blate		
Sal	Associated Students, Incorporated		Deleted: .
- ) <sup>[]</sup>	🍋 🕅 California State University, Los Angeles		Deleted: .
$\langle \rangle$	Associated by a second se		Deleted: .
6			Deleted: .
			Deleted: .
	APPOINTMENT & RECOMMENDATION		Deleted: .
			Deleted: .
			Deleted: .
			Deleted: .
1.	Purpose:		Deleted: .
	This policy establishes procedures regarding the appointment and interview process for ASL vacant positions		Deleted: .
	and shared governance committees.		Deleted: .
2.	References:		Deleted: .
	Bylaws, Policy 001 – Article III, Section 2, Clause 1		Deleted: .
	Bylaws, Policy 001 – Article V, Clause 1 Board of Directors Code of Procedure, Policy 002 – Article 2, Section 8, Item C, #2		Deleted: .
	Board of Directors Code of Procedure, Policy 002 – Article 2, Section 8, item C, #2 Board of Directors Code of Procedure, Policy 002 – Section 13		Deleted: .
	Appointment Process Grid		Deleted: .
	Appointment and Interview Process Map		Deleted: .
2	Policy:		Deleted: Once an
5.	This policy will assist with the timely processing, management, and quality control of the appointment &		Deleted: online
	interview process. It will ensure ASL is efficiently appointing qualified student leaders into ASL leadership		Deleted: .
	positions and campus wide committees. It will clarify the roles to ensure accountability.		Deleted: .
4	Definitions:		Deleted: .
	4.1 Interview: The Direct Report schedules a one-on-one meeting with applicant(s) to determine		Deleted: printed by the front desk staff and time stamped
	their interest, skill level, and overall commitment to perform the required duties of the		Deleted: Director
	position. 4.2 Recommendation: The Direct Report as determined by this policy and appropriate COP will		<b>Deleted:</b> . by the front desk staff. They will ensure the
	offer her/his recommendation to the BOD based on the candidate's answers to questions on		candidate has signed and dated the application. The original application will be turned into the Assistant
	the application and during the interview.		DirectorGneral Manager/Executive Director who will verify and sign.
~	Deventure		Deleted: <#>Each candidate is to provide an unofficial
5.	Procedure: 5.1 The process will be monitored by the ASL Secretary/Treasurer, ASL President, ASI Vice President for		transcript when they submit their application. Current A.S.I.
	Academic Governance, ASI Administrative Assistant to the Executive Director (ASIAAED), and Executive		Members do not have to provide a transcript. The Assistant Director/Executive Director will confidentially review the
	Director.	//	document to ensure the student is eligible to serve. Upon
	5.2 Once an application is submitted it will be received by the ASL Executive Director Administrative Assistant who will review for general eligibility requirements. The application will then be sent to the appropriate	//	this determination the transcript will be shredded. The fr
	ASI member who will conduct the interview.	/	Deleted: Friday
	5.3 Applications will be accepted by the end of the business day the Thursday before the BOD,		Deleted: .
	5.3.1 It is the responsibility of the officer conducting interview(s) to set an interview within five business		Deleted: .
	days of submission. An interview must be done by the end of the business day the Wednesday before the BOD. If for some reason this timeline cannot be satisfied the Secretary/ Treasurer will		Deleted: .
	inform the candidate and assist the responsible Direct Report.	$\leq$	Deleted: .
	5.3.2 If the officer conducting the interview fails to interview all candidates who apply within the	/	Deleted: .
	approved/appropriate time frame, no recommendation is to be given by the Direct Report		Deleted: 1
	Cal		

- 1 of 3 – Associated Students, Inc. Appointment and Recommendation Procedure – Policy 016

1

1

**Asi** 



5.4 The ap applica	<ul> <li>Meeting Attendance:</li> <li>5.3.3.1 It shall be the responsibility of the applicants applying for the following positions and</li> <li>committees to be present at the next BOD, meeting at which the appointment will occur. With a 2/3 vote of the BOD, there can be an exception.</li> <li>5.3.3.1.1 All BOD Positions, Chief Justice, Associate Justices, Cabinet of Commissioners, ASI Internal Committees, Elections Committee, and major academic and administrative committees noted in this policy and others.</li> <li>5.3.3.2 All other campus wide committee appointments shall be offered to the BOD via recommendation from the VPAG.</li> <li>oplication will be logged and reported to the Board of Directors by the ASIAAED. The original ation for committee appointments will be provided to the VPAG and a copy will be provided to the original ation for committee Report noted below:</li> </ul>		Formatted: Indent: Left: 0.5", Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.5"         Formatted: Font: (Default) Arial, 10 pt         Formatted: Indent: Left: 1", Hanging: 0.5", Outline numbered + Level: 4 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at:         Formatted       Indent: Left + Aligned at: 1.5" + Indent at:         Formatted       Indent: Left + Aligned at: 1.5" + Indent at:         Formatted       Indent: Left + Aligned at: 1.5" + Indent at:         Formatted       Indent: Left + Aligned at: 1.5" + Indent at:         Formatted       Indent: Left + Aligned at: 1.5" + Indent at:         Formatted       Indent: Left + Aligned at: 1.5" + Indent at:         Deleted: .0meeting at which the appointmen       Indent: Left + Aligned at: 1.5" + Indent at:         Formatted: Font: (Default) Arial, 10 pt       Deleted: Secretary/Treasureroard of Directors by the Indent: Inden
5.4.1	ASI, President receives applications and conducts interviews for BOD, appointments, the PR & Elections Commissioner, the Chief Justice of the Judicial Review Committee, Associated Justices of the Judicial Review Committee, and the student representatives to the following academic and administrative committees: Instructionally Related Activities Board, University-Student Union Board Nominating Committee (U-SU), Cal State LA Foundation, & University Auxiliary Services, Inc. (UAS).	/	Deleted: .SPresident receives applications and)
	<ul> <li>5.4.1.1 All current BOD members will submit an Internal Committee Appointment Application for the academic and administrative committees.</li> <li>5.4.1.2 All applications must be signed by the interviewer and given to the <u>ASIAAED twenty-four</u> hours prior to the next BQD.</li> <li>5.4.1.3 The ASI President can identify committee designees for specific committees via formal notice to the VPAG and ASI Staff.</li> <li>5.4.1.4 The above shall not be in conflict with the BQD COP and ASI Bylaws.</li> </ul>		Deleted: .0      Deleted: Secretary/Treasurer twenty-four hours pri     Deleted: .0COP and A
5.4.2	ASI, Vice President for Administration receives applications for all Cabinet of Commissioner members, and conducts the interviews. He/she will forward Election and Orientation Commissioner candidates to the President for a second interview and consideration for appointment. 5.4.2.1 All applications must be signed by the interviewer and given to the <u>ASIAAED_twenty-four</u> hours prior to the next BQD.	/	
<u>5.4.3</u>	ASI Vice President for Finance receives committee appointment applications for the Vice Chair for Finance Committee, the Finance Committee, and Funding Sub-Committee. 5.4.3.1 All applications must be signed by the interviewer and given to the ASIAAED twenty-four hours prior to the next BOD.		
5.4.4	ASI Vice President for Academic Governance receives all campus wide university committees and academic sub-committees/working groups, The VPAG shall manage the appointment process for all approved student representatives to the aforementioned committees. 5.4.1. All current BQD, members will submit an Committee Appointment Application for the academic and administrative committees. 5.4.2. All applications must be signed by the interviewer and given to the <u>ASIAAED twenty-four</u> hours prior to the next BQD.		Formatted: Indent: Left: 1.5", No bullets or numbering     Deleted: .SVice President for Academic     Deleted: .Omembers will submit an Internal     Deleted: Secretary/Treasurer twenty-four hours pri
<u>5.4.5</u>	ASI Vice President for External Affairs and Advancement receives applications for all Legislative Affairs and Advocacy Committee and Lobby Corps 5.4.5.1 All applications must be signed by the interviewer and given to the ASIAAED twenty-four hours prior to the next BOD.		Formatted: Indent: Left: 0.5"

-ASJ -For the Students, by the Students" - 2 of 3 – Associated Students, Inc. Appointment and Recommendation Procedure – Policy 016



5.4.6 ASL Secretary/Treasurer <u>5.4.6.1</u> Once appointed the Secretary/Treasurer will coordinate the New Member Orientation in collaboration with ASL Staff (i.e. Business cards <u>(after eligibility is determined)</u> , ASL e- mails, web site picture and bio <u>updates</u> , office tour, office hours, contact list, <u>name plate</u>		Deleted: <#>A.S.I. Vice President for Finance receives Committee Appointment applications for the Finance Committee.¶ <#>All applications must be signed by the interviewer and given to the Secretary/Treasurer twenty-four hours prior to the next B.O.D.¶
creation and member updates, etc.),		Deleted: .
5.4.6.1.1 The student's ability to serve is pending their eligibility		Deleted: .
check by the University Registrar managed by the ASI		Deleted: .
Administrative Office.	, MM \/Y	Deleted: and eligibility is determined,
5.4.6.2 Create the "Thanks for applying but" letter and facilitate the candidates' options for continued involvement in ASJ.		<b>Deleted:</b> the Election and Orientation Commissioner and
<u>5.4.6.3</u> Track and create a quarterly report that shares the total number of applicants, appointments, and ASI's success in getting students involved in ASI. This information		Deleted: .
must be compiled and shared by the last BQD meeting of each semester.		Deleted: .
Patricellation		Deleted: .
Policy History:     Approved: 05/10		Deleted: .
Approved: 11/10		Deleted: .
۸		Deleted: .
		Deleted: , A.S.I. jump drives





Deleted: folder creation Formatted: Font: Font color: Auto Formatted: Indent: Left: 1.5" Deleted: ¶ Formatted: Font: Font color: Auto Deleted: Deleted: Deleted: Deleted: . Deleted: Deleted: Deleted: Deleted: . Deleted: Deleted: Deleted: quarter Formatted: Font: Font color: Auto Formatted: Normal, No bullets or numbering

Formatted: Font: Arial, 9 pt

Formatted: Font: (Default) Arial, 10 pt Formatted: Normal, No bullets or numbering

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

