



ADMINISTRATIVE MANUAL

APPOINTMENT & RECOMMENDATION

PROCEDURE

POLICY 016

1. Purpose:
This policy establishes procedures regarding the appointment and interview process for A.S.I. vacant positions and shared governance committees.
2. References:
Bylaws, Policy 001 – Article III, Section 2, Clause 1
Bylaws, Policy 001 – Article V, Clause 1
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
Appointment Process Grid
Appointment and Interview Process Map
3. Policy:
This policy will assist with the timely processing, management, and quality control of the appointment & interview process. It will ensure A.S.I. is efficiently appointing qualified student leaders into A.S.I. leadership positions. It will clarify the roles to ensure accountability.
4. Definitions:
 - 4.1 Interview: The Direct Report schedules a one-on-one meeting with applicant(s) to determine their interest, skill level, and overall commitment to perform the required duties of the position.
 - 4.2 Recommendation: The Direct Report as determined by this policy and appropriate COP will offer her/his recommendation to the B.O.D. based on the candidate's answers to questions on the application and during the interview.
5. Procedure:
 - 5.1 The process will be monitored by the A.S.I. Secretary/Treasurer, A.S.I. President, and Executive Director.
 - 5.2 Once an application is submitted it will be time stamped by the front desk staff. They will ensure the candidate has signed and dated the application. The original application will be turned into the Assistant Director/Executive Director who will verify and sign.
 - 5.3 Each candidate is to provide an unofficial transcript when they submit their application. Current A.S.I. Members do not have to provide a transcript. The Assistant Director/Executive Director will confidentially review the document to ensure the student is eligible to serve. Upon this determination the transcript will be shredded. The front desk will provide an envelope for the student to seal their information.
 - 5.4 Applications will be accepted by the end of the business day the Friday before the B.O.D.,
 - 5.4.1 It is the responsibility of the officer conducting interview(s) to set an interview within five business days of submission. An interview must be done by the end of the business day the Wednesday before the B.O.D. If for some reason this timeline cannot be satisfied the Secretary/ Treasurer will inform the candidate and assist the responsible Direct Report.



- 5.4.2 If the officer conducting the interview fails to interview all candidates who apply within the approved/appropriate time frame, no recommendation is to be given by the Direct Report. It shall be the responsibility of the applicants to be present at the B.O.D. meeting at which the appointment will occur. With a 2/3 vote of the B.O.D. there can be an exception.
- 5.5 The application will be logged and reported to the Secretary/Treasurer by the Administrative Services Student Assistant within 24 hours. The original application for committee appointments will be provided to the VPAG and a copy will be provided to the appropriate second interviewer/Direct Report noted below:
- 5.5.1 A.S.I. President receives applications and conducts interviews for B.O.D. 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 (U-SU), CSULA Foundation, & University Auxiliary Services, Inc. (UAS).
- 5.5.1.1 All current B.O.D. members will submit an Internal Committee Appointment Application for the academic and administrative committees.
- 5.5.1.2 All applications must be signed by the interviewer and given to the Secretary/Treasurer twenty-four hours prior to the next B.O.D.
- 5.5.1.3 The above shall not be in conflict with the B.O.D. COP and A.S.I. Bylaws.
- 5.5.2 A.S.I. Vice President for Administration receives applications for all Cabinet of Commissioners and conducts the interviews. He/she will forward PR& Election Commissioner candidates to the President for a second interview and consideration for appointment.
- 5.5.2.1 All applications must be signed by the interviewer and given to the Secretary/Treasurer twenty-four hours prior to the next B.O.D.
- 5.5.3 A.S.I. Vice President for Academic Governance receives all Committee and Ad Hoc Committee Appointment Applications from general students and Internal Committee Appointment Application from B.O.D. members to university and academic committees, subcommittee boards of the University, and A.S.I. committees not delegated to other officers in this policy. The VPAG shall manage the appointment process for all approved student representatives to the aforementioned committees.
- 5.5.3.1 All current B.O.D. members will submit an Internal Committee Appointment Application for the academic and administrative committees.
- 5.5.3.2 All applications must be signed by the interviewer and given to the Secretary/Treasurer twenty-four hours prior to the next B.O.D.
- 5.5.4 A.S.I. Vice President for Finance receives Committee Appointment applications for the Finance Committee.
- 5.5.4.1 All applications must be signed by the interviewer and given to the Secretary/Treasurer twenty-four hours prior to the next B.O.D.
- 5.5.5 A.S.I. Secretary/Treasurer
- 5.5.5.1 Once appointed and eligibility is determined, the Secretary/Treasurer will coordinate the New Member Orientation in collaboration with A.S.I. Staff (i.e. Business cards, A.S.I. e-mails, A.S.I. jump drives, web site picture and bio, office tour, office hours, contact list, folder creation and updates, etc.).
- 5.5.5.2 Create the "Thanks for applying but..." letter and facilitate the candidates' options for continued involvement in A.S.I.
- 5.5.5.3 Track and create a quarterly report that shares the total number of applicants, appointments, and A.S.I.'s success in getting students involved in A.S.I. This information must be compiled and shared by the last B.O.D. meeting of each quarter.

