



# ASI Officer Performance Review & Removal Procedure

Policy 020

- 1.0 PURPOSE:  
To develop leadership and accountability through the process of performance feedback and review within ASI. To also establish procedures to fairly manage the performance review or removal of elected or appointed student officers.
- 2.0 REFERENCES:
  - ASI Bylaws
  - ASI Codes of Procedures
  - ASI Application Overviews & Position Descriptions
  - ASI Attendance & Absenteeism Policy
  - [ASI Ethics Policy](#)

### 3.0 POLICY & PROCESS REGARDING PERFORMANCE REVIEW AND REMOVAL

3.1 Any appointed or elected ASI members may be subject to a performance review, probation, or removal from office for failure to judiciously complete assigned duties outlined in position descriptions, ASI Policies and specific Codes of Procedures.

The performance review or removal process shall begin at the Direct Report level and be reviewed at the Executive Committee level and shall follow the process outlined below:

3.1.1 **Initial Assessment:** The Direct Report and ASI Support Staff should meet to review any supporting documents and discuss experiences that would support possible removal (i.e. meeting status reports, biweekly report, emails, etc.) All recommendations are to be submitted in writing and reviewed by the ASI President and Executive Director/staff before being shared with the officer in question.

3.1.2 **Performance Review:** Any appointed or elected ASI officer may receive a written performance warning from her/his Direct Report.



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- Deleted: <#>POLICY REGARDING PERFORMANCE EXPECTATION AND MANAGEMENT!
- <#>Meeting Behavior!
- <#>Use of electronic devices should be limited to committee items or in case of emergencies.!
- <#>Committee Members should review supplementary documents in advance and arrive prepared for meetings!
- <#>Chairs should prepare Agendas for their Committee Meetings at least 72 hours in advance and prepare supplementary documents at least 24 hours in advance!
- <#>Be in your seats during the assigned start time of the committee. Committee Members who arrive late/ miss a committee member must notify the committee chair at least 24 hours in advance to constitute an "excused" designation. The only exception is medical and family emergencies.!
- <#>Committee members are expected to engage and contribute during the meetings.!
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3.1.2.1 The written warning must outline concerns, expectations, and a timeline for accomplishing said task or expectations, which shall not exceed five (5) business days.

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3.1.2.2 The President and ASI Support Staff must be present in the meeting.

3.1.3 Remediation Meeting: The Direct Report shall schedule a meeting within five (5) business days after the warning period. If said task(s) or expectation(s) were completed, this process concludes. If not, the performance warning and all supporting document is forwarded to the ASI President for a special Executive Committee Hearing.

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3.1.4 Executive Committee Hearing: The Executive Committee will hold a hearing where they will review the evidence provided by the direct report and the defendant. Both sides to present their case, and then take disciplinary action which includes putting the officer on probation or removal of the officer

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3.1.5 Judicial Review Committee: The Judicial Review Committee will review if the process was followed according to policy.

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3.1.6 Board of Directors Meeting: The Board of Directors will have an opportunity to either reaffirm or overturn the decision of the Executive Committee

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3.1.7 Grievance & Hearing Procedures:

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i. Per the ASI Bylaws the Judicial Review Committee hears and resolves all grievances between members of the Associated Students, Inc. and the Board of Director's.

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ii. Once a removal has been acted upon and supported by the Executive Committee a plaintiff may file a grievance through the JRC to challenge only procedural issues that may be in conflict or contrary to approved policies as outlined in the ASI Bylaws, Article IX, Section 7:

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Clause 2. Review. Any decision of the Board of Directors is subject to review in the following manner:

A. The Board of Directors, by a majority vote, may present matters to the Judicial Review Committee.

B. The Associated Students, Inc. President or the Chief Justice shall be obligated to convene a Judicial Review Committee upon receipt of a petition requesting such an action containing seventy-five (75) student signatures, with permanent file numbers, verified by the University Registrar.

Clause 3. Power. The Judicial Review Committee, after appropriate legal consultation, shall have the power to declare corporation actions contrary to the Articles of Incorporation, Bylaws, or any Code. Such declarations shall then be referred to the Board of Directors for immediate remedial action pursuant to Article VI, Section 1, Clause 1.

Clause 4. Procedures. The Judicial Review Committee shall:

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- A. Establish its own Code of Procedures. This code shall be approved by the Associated Students Board of Directors.
- B. Submit its decisions in writing to the Associated Students Board of Directors for appropriate action and inclusion in the official minutes.

Clause 4. Work Completed:

- A. If removal is overturned the student officer will not be penalized for the work missed and will be entitled to their full GIA payment.

3.1.8

Policy History:

- Approved: 11/21/13
- Pending: ??? 2018

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<#>**Performance Review Meeting:** A Direct Report will conduct a Performance Review Meeting where the Direct Report will outline the concerns regarding the individual and plans of action on how to resolve the concerns. The Direct Report will send a summary e-mail of the conversation within 48 hours of the performance review meeting.¶

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Make Performance warning step the first step. Performance warning is issued and incorporates evidence gathered from status reports, biweekly's, etc. The Direct Report issues the performance warning and makes it clear to the reportee that it's time to clean up their act or disciplinary action will follow. The President and Executive Director are present in the meeting with the direct report and person receiving the performance. After 5 business days, a follow-up meeting will be done to see if the individual has achieved the expectations set by the direct report. The President & Executive Director will be present in the meeting. If the Direct Report determines that the performance fulfilled the expectations set out...

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