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	ASI Officer Performance Expectations &	// //	Deleted:	
	Management Procedure		Deleted:	]
	Management Procedure Policy 025_		Deleted: or removal	]
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1.0	PURPOSE:		Deleted:	]
	To develop leadership and accountability through the process of performance <u>feedback</u>	1   /	Deleted:	
	and review within ASI. To also establish procedures to fairly manage the performance		Deleted:	
	review of elected or appointed student officers.		Deleted:	
2.0	REFERENCES:	//	Deleted: .	
2.0	- ASL Bylaws	/	Deleted:	
	- ASL Codes of Procedures	//	Deleted:	
	- ASI Application Overviews & Position Descriptions		Deleted:	
	- ASL Attendance & Absenteeism Policy	<	Deleted:	
	- ASI Ethics Policy	$\overline{\ }$	Deleted:	
3.0	POLICY REGARDING PERFORMANCE EXPECTATION AND MANAGEMENT		Deleted: . Formatted	
010	<u>3.1 Member Performance Management Training</u>			
	3.1.1 ASI elected and appointed members are required to participate in summer trainings,		Formatted Formatted: Font: Century Gothic, 10 pt	{
	orientations, and meetings once their term or appointment begins the first day of the Summer Intersession. These trainings will orientate members regarding the purpose of the	/	Formatted	{
	organization and how their position and specific responsibilities are essential to the		Formatted	
	organizations success,	[]	Formatted	
	3.1.1.1 Summer Meetings & Leadership Trainings		Formatted	
	3.1.1.1.1 A summer meeting and training schedule will be shared at the new member orientation after the election. Full participation is required.	//	Formatted	
	<u>3.1.1.2 Mid-Year Training</u>	/	Formatted	
	3.1.1.2.1 The Mid-Year Training Meeting occurs the weekend prior to the	///	Formatted	
	beginning of the spring semester. 3.1.1.3 Member Orientation	/	Formatted	
	3.1.1.3.1 Once appointed to a major position or committee appointees are			
	required to participate in an ASI Orientation organized by the Election	//		
	and Orientation Commissioner and Secretary Treasurer.	/	Deleted:	
	3.1.1.4. Regular Direct Report Meetings 3.1.1.4.1 A regular meeting between the Direct Report and respective ASI		Deleted: .	
	Member must be set one week after appointment. The meeting	11	Deleted: .	
	frequency will be determined at the first meeting but must/should	1///	Deleted: .	Ĭ
	happen at least once a month.		Deleted: 04	
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		3.1.1.4.2 A meeting status report will be filled out and signed by each in		
		attendance.		
3.2		ing and Training Attendance Expectations		
	<u>3.2.1</u>	Members attendance is an essential requirement of each position to ensure the		
		governance of the corporation. Attendance will be tracked by the Secretary Treasurer		Formatted: Font: (Default) Century Gothic, 10 pt, Font
		and reported to the Executive Committee on a biweekly basis.	_	color: Red
	3.2.2	Attendance at leadership trainings will be equal to the value of a biweekly report during		Formatted: Font: (Default) Century Gothic, 10 pt, Font
		a given GIA Payment window.		color: Red
	<u>3.2.3</u>	Request to miss a meeting or training must be provided in advance to the ASI President		
		or committee chairperson, committee recording secretary, Secretary Treasurer, along		
		with cc'ing the Executive Director and ASI support staff.		
	3.2.4	If a training is excused the member must schedule a makeup session to earn the value of		
		the missed training.		
<u>3.3</u>	Bi-wee	ekly Report, Meeting Status Report, and State of Affairs Reports	•	Formatted
		ASI Members will submit regular meeting status reports documenting the scope of their		Formatted
		work and progress towards accomplishing sort and long-term goals based on the GIA		Tornatted
		payment schedule.		
	3.3.2	ASI Members will submit regular meeting status reports documenting the scope of their		
		work and progress towards accomplishing sort and long-term goals based on the GIA		
		payment schedule.		
3.4	Meeti	ng Behavior	•	Formatted
	3.4.1	Use of electronic devices should be limited to committee items or in case of		Formatted
		emergencies.		Formatted
	342	Committee Members should review supplementary documents in advance and arrive		
		prepared for meetings		
	343	Chairs should prepare Agendas for their Committee Meetings at least 72 hours in		
	0.1.0	advance and prepare supplementary documents at least 24 hours in advance		
	3.4.4			
	0.1.1	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.		
	345	Committee members are expected to engage and contribute during the meetings.		
3.5		Usage		Formatted
0.0		SI office is a professional environment, and in order to maintain such a classification, ASI		
		bers must follow the guidelines provided below.		Formatted: Indent: Left: 1"
		ASI members are not allowed to sleep and speak foully in the common area of the ASI		Formatted
	0.0.1	office.		Tormatted
	352	ASI members must handle ASI Property with care.		
		ASI members are responsible for cleaning up after themselves after using the ASI Office		Formatted: No bullets or numbering
		ASI members are allowed to use the office printer primarily for ASI business. ASI members	1	Deleted: :1
	<u>J.J.4</u>	must use their own printing code. ASI members are responsible for attaining their own	1	
		printing code from the ASI Office Manager		
	255	To ensure fairness and the integrity of the ASI General Election process, access to the ASI	- ///	
	3.3.3	Office is limited during election season to comply with the Elections Committee Code of		Deleted:
		Procedures Policy 004.		Deleted:
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review, probabilon, or removal from office for failure (o pudciously complete codes of Proceedures). 2. Per policy 2002, the performance review or removal process shall begin at the breach Report level and be reviewed at the Executive Committee level and shall follow the process outlined below. Policy History Policy History Policy 2003 Policy 2003	4.1 An	y appointed or elected ASL members may be subject to a performance $\sim$		Deleted:	
susgned duiles outlined in position descriptions. ASI Policies and specific Codes of Proceedures, Perpolicy 020, 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, Policy History Approach 11/21/13 Pending: 722 2018 Percenter Total: Centry Cohe Percenter Total: Ce				Formatted: Font: Century Gothic	
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