



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

**EXECUTIVE DIRECTOR HIRING POLICY
POLICY ---**

The policies of the Associated Students Incorporated are in compliance with the regulations of California State University, Los Angeles, the CSU Chancellor and the CSU Board of Trustees as well as all applicable state and federal laws.

1 PURPOSE

- 1.1 To assess the permanent leadership needs of the organization and provide a method that ensures the selection of a qualified and capable leader who is a good fit for the organization's mission, vision, values, goals and objectives and who has the necessary skills for the organization.
- 1.2 Ensure that appropriate controls are in place to safeguard the corporation from liability.

2 PROCEDURE

- 2.1 Within 7 days of vacancy, the ASI President, or designee, will schedule a consultation with the Division of Student Life.
- 2.2 Within 30 days of vacancy, an update to the current Executive Director job description shall be reviewed and approved by the Personnel Committee.
 - 2.2.1 If the Personnel Committee does not have an opportunity to meet within the 30 days, the job description shall be reviewed and approved by the ASI President and the Chair of the Personnel Committee.
 - 2.2.1.1 Any updates approved by the ASI President and the Chair of the Personnel Committee must also be reviewed by Human Resources.
- 2.3 Within 7 days of the Executive Director job description being approved, a Search Committee shall be formed and a search schedule created.
 - 2.3.1 The ASI President shall be considered the hiring manager, while the Chair of the Personnel Committee shall be charged with Chairing the Search Committee.
 - 2.3.2 The Search Committee shall consist of three members from the University and three members from ASI, with the Chair of the Personnel Committee being the seventh member.

- 2.3.3 All members shall be comprised from different areas within both the University and ASI.
- 2.3.4 All members of the Search Committee shall be determined by both the ASI President and the Chair of the Personnel Committee through consultation with the Division of Student Life.
- 2.3.5 The search schedule shall allow time to properly review applications, schedule phone interviews and schedule on campus interviews.
 - 2.3.5.1 On-campus interviews shall be scheduled by the ASI President in conjunction with the Division of Student Life.
- 2.4 Within 14 days of the Executive Director job description being approved, a job announcement shall be created and posted.
 - 2.4.1 Before posting the announcement, consultation shall be scheduled with Human Resources.
 - 2.4.2 The job announcement must be posted on the ASI website as well as any other websites deemed necessary by the ASI President, Human Resources or the Chair of the Personnel Committee.
 - 2.4.3 The job announcement will remain open until the position is filled but priority will be given to those who submit their applications within 30 days of the job posting.
 - 2.4.4 Announcement of the position will be consistent with the Equity and Diversity Policy of ASI.
- 2.5 Human Resources shall be the recipient of all applications.
 - 2.5.1 Once the priority deadline has been reached, the Chair of the Personnel Committee shall be charged with scheduling a time with Human Resources to collect those applications.
 - 2.5.1.1 All applications must be secured by the Chair of the Personnel Committee at all times.

Policy History:
Approved: TBD