

Hiring Policy

Last Updated: 1/12/2024

Board Agenda ID: BD 103-23

Scope: The Associated Students, Inc. (ASI) is committed to ensuring the selection and retention of a highly qualified and diverse workforce. This policy sets forth procedures when conducting searches for vacant full-time and part-time (non-student) positions in the corporation.

Purpose: To assess the personnel needs of the organization and provide a method that ensures the selection of a qualified and capable candidate who will champion for the organization's mission, vision, values, and goals, and who has the necessary skills for the vacant role. This policy also serves as insurance that appropriate controls are in place to safeguard the corporation from liability.

I. Guidelines for Search and Hiring of Non-Management (Non-MPP), Full-Time and Part-Time Employees

Associated Students, Inc. has designated the Santos Manuel Student Union (SMSU) Human Resources Office as the sole agent in posting full-time and part-time positions and gathering applications from candidates. To assure an equitable selection process, the Santos Manuel Student Union and its contractual designee shall adhere to the following:

- A) With the exception of emergency hiring, all ASI positions will be posted in accordance with the existing ASI policy. Full-time and part-time position announcements shall include job title, job description, required or desirable experience, expected work schedule, minimum qualifications, and salary range.
- B) Applicants may be required to successfully complete specific and appropriate job-related performance examinations as part of the selection process.
- C) Each supervisor shall be involved in the interviewing and selection of the staff they will supervise. However, the ASI Executive Director, with input from an ASI Board representative, will have authority to make the final selection.
- D) Applicants who are hired will receive offer letters which will include the job title, initial salary, employment status, a notation of employment-at-will status, and effective date of hire. If applicable, the offer letter shall include an expiration date for the position.
- E) Of those candidates interviewed, the SMSU Human Resources Office will advise the unsuccessful candidates that the job has been filled.

- F) Emergency appointments shall be made by the ASI Executive Director. In general, emergency hiring shall be considered only when a position must be filled immediately. As such, a competitive selection process may be waived.

II. Procedures for Hiring Vacant, Non-Management (Non-MPP), Full-Time and Part-Time Employees

The process for filling a vacancy will vary depending on the position. Generally, however, ASI seeks to follow certain minimum procedures in its recruitment and selection processes:

- A) Within 30 days of the vacancy, the ASI Executive Director, Hiring Manager, and SMSU Human Resources Manager shall review, revise, and approve the job description of the vacant position.
- B) All full-time job openings, except for temporary appointments less than 180 days, will be posted through the SMSU Office of Human Resources. All applications will be vetted by the SMSU Office of Human Resources.
- C) The ASI Executive Director and Hiring Manager shall be charged with creating the Search Committee. The Search Committee shall consist of the following:
 - 1. One (1) ASI professional staff or appointee (must be University full-time staff) as Chair.
 - 2. Two (2) ASI student representatives (1 elected or appointed BoD Member, and 1 Student Staff)
 - 3. Two (2) professional staff of the University. Staff should be from different areas within the University.
- D) Applications of qualified applicants will be sent to the appointed Search Committee for consideration. The Search Committee will determine which of the qualified applicants to proceed with a first round of interviews. Of those interviewed, the Search Committee may determine two (2) or more candidates to move forward to a second round of interviews. The appointed Search Committee shall determine if additional rounds of interviews are needed for each search.
- E) Recommendations for appointment to all positions will be submitted to the ASI Executive Director or designee for final approval. Of those interviewed, the SMSU Human Resources Office will advise the unsuccessful candidates that the job has been filled.

III. Procedures for Hiring an Executive Director (MPP)

- A) Within 7 days of vacancy, the ASI President will meet and confer with the Vice President of Student Affairs, or their designee, for the Temporary Executive Director assignment and notify the ASI BoD of the temporary appointment. Thereafter, the ASI President will schedule a consultation with the SMSU Human Resources Manager and the Vice President of Student Affairs or their designee.

- B) Within 30 days of vacancy, an update to the current Executive Director job description shall be reviewed and approved by the ASI President and Vice President of Student Affairs, in consultation with the SMSU Human Resources Manager. The approved Executive Director's job description shall be submitted to the President of the University for consideration in the appointment of a full time Executive Director.
- C) Following the approval of the job description, the ASI President and Vice President of Student Affairs or designee, shall develop the Search Committee.
- D) Composing the Search Committee:
 - 1. The Search Committee for the ASI Executive Director shall consist of the following:
 - i. One (1) MPP of the University serving as Chair.
 - ii. Two (2) student representatives from ASI (1 elected or appointed BoD and 1 student staff).
 - iii. ASI Advisor.
 - iv. Two (2) professional staff of the University. Staff should be from different areas within the University.
 - v. One (1) ASI professional staff.
 - vi. ASI President.
 - vii. ASI Vice President of Palm Desert Campus.
- E) As stated in Article XII of the ASI Bylaws, The President of the University shall serve as the appointing authority for the Executive Director.
- F) All applications submitted will be vetted by the SMSU Office of Human Resources
- G) Applications of qualified applicants will be sent to the Search Committee for consideration.
- H) The Search Committee will determine which of the qualified candidates to proceed with a first round of interviews. Of those interviewed, the Search Committee may determine two (2) or more candidates to move forward to a second round of interviews. The appointed Search Committee shall determine if additional rounds of interviews are needed for each search.
- I) Recommendations for hire shall be brought to the University President and Vice President for Student Affairs.
- J) The Vice President for Student Affairs shall bring the final recommendation to the President of the University.

IV. Training

As part of the Search Committee's formal training, each member shall undergo training in conducting employment interviews. This training includes information on what constitutes appropriate interview questions and behavior, scoring of candidates, and information on how to meet equal opportunity employment standards. Committee members may only participate in the interview process if they have completed this training. The Search Committee Chair and/or the SMSU Human Resources Manager will lead the training for committee members. Additionally, the Search Committee Chair will be responsible for making sure all committee members have completed this training prior to participating in any interview process.

V. Diversity & Equity

Equity is a core value at ASI. We believe that our organization can be a powerful platform for social change and that our higher purpose is to drive equality for all. ASI strives to create workplaces that reflect the campus we serve, and where everyone feels empowered to bring their full, authentic selves to work.

VI. Nepotism

No ASI employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the hiring, supervision, retention, tenure, compensation, promotion, discipline, termination, assignment, conditions of work, employment status or interests of a close relative.

For purposes of this policy, "close relative" shall include spouse, parent, child, sibling, persons involved in a legally binding guardianship or relationship with the employee, registered domestic partner or child thereof, and co-habitants. A registered domestic partner is defined pursuant to California law.

VII. Confidentiality Agreement

All members of the Search Committee will be required to review this policy and complete the Confidentiality Agreement provided on the last page of this policy.

CONFIDENTIALITY AGREEMENT FOR SEARCH COMMITTEE MEMBERS

As a search committee member, I understand that the success of our endeavor and the integrity of the University relies on conducting an impartial, ethical, and professional search. In consideration of my appointment to serve in a Search Committee in the Associated Students, Inc. At CSUSB, I agree to the following:

1. I understand that this Committee serves in an advisory capacity to the appointing entity and will decide to make a recommendation for employment offer to a candidate(s) or deem a failed search.
2. I understand that I must commit and make decisions without regard to any biases of individuals based on protected class and non-job-related criteria. Associated Students, Inc. at CSUSB ("ASI") is committed to diversity among its administrators, faculty, staff, and students. Our policy provides equal employment opportunities for all individuals regardless of race, sex, religion, color, national origin, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, or any other classification protected by applicable law.
3. As a member of the Search Committee, I accept the responsibility of conducting myself professionally as a representative of ASI or any other organization I am associated with at CSUSB.
4. I acknowledge that all information concerning the candidate pool is highly confidential. I agree to permanently protect the identity of individuals who have expressed interest in exploring this opportunity, including individual qualifications and merits. Therefore, I shall not disclose information learned during deliberations related to this search to anyone. Additionally, I shall not disclose information about the candidates who have applied for the position. I shall not use confidential information for any personal gain or offer any information to individuals or publications for any reason during or after my association with ASI or any other organization I am associated with at CSUSB.
5. I agree to maintain absolute confidentiality about all discussions of the Search Committee, both during the search process and after its completion. I understand that any breach of confidentiality could damage the reputations and livelihoods of the candidates, the Search Committee, ASI and the University. I understand that I may be removed from the Search Committee and possibly face disciplinary action if I breach these confidentiality obligations or fail to act professionally. I also understand that should I be removed; all the terms of this agreement are still applicable and binding upon the Committee's termination.
6. I agree that all information in the form of papers, books, files, documents, electronic communications, or in any other form or format that comes into my possession and relates to the work of the Search Committee is confidential other than information that is or becomes publicly known other than through my disclosure.
7. I will listen to the opinions of other search committee members with respect and an open mind.
8. I acknowledge that only the Chair of the Search Committee or designee is authorized to speak on behalf of the Search Committee.
9. Upon request of ASI, I agree that I will return or destroy all materials that I have received.

I have read, understand, and agree to abide by all the terms of this Confidentiality Agreement as a condition of my service as a member of the Search Committee.

Title of Position Vacancy: _____

Printed Name of Search Committee Member: _____

Signature: _____

Date Signed: _____