

RECRUITMENT, EVALUATION, AND REPORTING STRUCTURE OF THE EXECUTIVE DIRECTOR

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BACKGROUND AND PURPOSE

The Executive Director is a regular employee of Associated Students of San Francisco State University (AS) and shall be hired and/or terminated by a two-thirds ($\frac{2}{3}$) majority vote of the Associated Students Board of Directors (AS BOD), in consultation with the University President via the Vice President of Student Affairs & Enrollment Management Office. The Executive Director reports to the AS BOD and is supervised by the AS President on behalf of the AS BOD.

POLICY STATEMENT

This policy is intended to clarify and enhance the process of the recruitment, evaluation, and reporting structure of the Executive Director of the Associated Students of San Francisco State University.

APPLICABILITY TO THE POLICY

In close, ongoing consultation with the Board, the Executive Director provides overall administration, management, oversight, and leadership for AS. As well as formulates the vision and strategic direction for AS Programs and Services in accordance with broader campus initiatives and the University Strategic Plan. With the advisement and guidance of AS, the Executive Director works to promote student success, leadership development, and enhancement of student experience. They ensure that AS programs are fiscally sound, appropriately minimize risk, and support the University mission while meeting the needs of the student body, administration, faculty, staff and alumni. Finally, they ensure compliance with requirements of the Corporation Code and Title V of the California Code of Regulations applicable to AS as a University Auxiliary Organization, along with applicable CSU and SFSU policies.

DEFINITIONS

Term	Definition
AS BOD	Associated Students Board of Directors
“In consultation with the University President”	In the background and purpose section of the policy, this phrase is intended to mean that the AS BOD can and should consult with the University President; however, the ultimate powers shall be vested in the Board of Directors.

RECRUITMENT

Search Process

A. Under the direction of the AS President and approval of the ASBOD, a search committee representing various SF State stakeholders shall be convened. Representation of the search committee shall include, but not be limited to:

1. AS President, who shall act as the chair;
2. One (1) AS VP recommended by the AS President and approved by the Board;
3. One (1) Non-executive board member recommended by the AS President and approved by the Board;
4. One (1) Student-at-large recommended and approved by the Board;
5. One (1) current AS Associate/Assistant Executive Director recommended by the majority vote of the management work team;

6. One (1) AS student employee recommended by the majority vote of the Internal Affairs Committee following an application process;
7. One (1) AS non-student employee recommended by the the majority vote of the Internal Affairs Committee following an application process;
8. One (1) representative appointed by the VP of Student Affairs and Enrollment Management;

B. In the event that the hiring process extends past the end date of the current board's term, the three student Board Members (Search Committee members 1, 2, & 3), shall transition similar board members into these roles on the Committee.

C. Under the direction of the search committee chair, the AED Human Resources, shall provide guidance and assistance to the committee to ensure all standards of recruitment and hiring are met.

D. The search committee shall screen all eligible applicants in accordance with pre-determined written criteria and determine which candidate(s) to interview.

E. The search committee shall provide appropriate opportunities for the ASBOD and other stakeholders to meet interviewed candidates and provide feedback for the committee's consideration.

F. The search committee shall recommend their nominee(s) to the ASBOD. In the event that the nominees are unacceptable to the ASBOD, it may vote to fail the search and determine an alternate course of action; e.g., reopen call for application or appointment of an Interim Executive Director.

G. Immediately following a favorable vote by the ASBOD and consultation with the University President and VP Student Affairs & Enrollment Management, the AS President, with the assistance of the AED Human Resources, shall extend a preliminary offer of employment to the selected candidate, pending all final approvals and required background checks.

H. An offer letter to reflect the terms and conditions, will be drafted by the AED Human Resources for signature by the AS President.

Vacancy

A. In the event of a vacancy in the Executive Director position, the ASBOD shall convene a Special Meeting to decide on an interim management plan including the appointment of an Interim Executive Director who shall be responsible for carrying out the duties and responsibilities of the Executive Director.

Resignation

A. In the event the Executive Director submits a written statement of resignation, the AS President on behalf of the ASBOD shall determine the onset of the search process.

Termination

A. Executive Director position is an At-Will position and can therefore be terminated by $\frac{2}{3}$ vote by the ASBOD. In case of the Executive Director's termination, the ASBOD shall seek legal counsel before taking action to assess any adverse consequence of the proposed termination.

EVALUATION

A. The position of the Executive Director shall be evaluated annually, no later than the beginning of the Spring semester by January 31st. A reputable external organization shall be contracted to conduct the evaluation survey to be filled out by the following groups/individuals with whom the Executive Director frequently interacts:

1. (3) AS BOD members; The President, and two additional members (VP of Internal highly recommended).
2. Executive staff members of Associated Students;
3. (2) Members of the Student Affairs & Enrollment Management cabinet area
4. At least one (1) AS student employee recommended by the majority vote of the Internal Affairs Committee following an application process;

B. Final report provided by the external company shall be shared in full with the ASBOD and discussed in a closed session meeting. AS BOD President and VP SAEM shall share the report and findings of the evaluation with the Executive Director.

C. If the evaluation shows areas that need improvement, subsequent evaluations can be done within a mutually agreed upon time period of the original evaluation (no more than 6 months; commensurate with the nature of improvements needed) to review the progress of the Executive Director in those areas.

D. A written copy of the evaluation shall be placed in the Executive Director's employment file by April 1st for the previous year's annual evaluation.

E. The Executive Director will not be eligible for merit-based compensation increases without a current annual performance on file.

REPORTING STRUCTURE

The Executive Director reports to the ASBOD and is supervised by the AS President on behalf of the ASBOD. This role has no direct legal relationship to the University. The ASBOD delegates to the Executive Director the full authority and responsibility to perform functions outlined on the Executive Director position description.

Responsibilities of the Executive Director

Executive Director shall:

1. Candidly and responsibly maintain a communication link to the University through the Dean of Students
2. Actively manage the affairs of the AS and follow business management best practice
3. Be responsible for short and long term planning and be charged with the implementation of programs developed and approved by AS
4. Provide guidance and direction to the AS
5. Ensure that AS adheres to policies, rules, procedures and regulations of all authorities guiding the operation of an auxiliary organization
6. Apprise the ASBOD and, specifically, Dean of Students in writing of actions or lack of actions on the part of AS which are in conflict with any rule, regulation, policy or procedure of AS, University, the CSU or State of California
7. Prepare and present to the University President, through the Dean of Students and the Student Trust Officer, a mid year and year end “Status of the Corporation report”. This report must at a minimum include both financial data and narrative explanations describing the financial condition of each of the programs, highlighting programmatic changes and budget variances, and presenting plans or actions that are being taken to correct any financial and/ or programmatic challenges.

The ASBOD will incorporate the responsibilities listed above in the position description of the Executive Director and shall be responsible for their performance. The ASBOD shall include provisions of the position description to safeguard the ASBOD and the University from inappropriate action by the employee and to safeguard the employee from retribution for action taken in fulfilling the responsibilities listed in this policy. The ASBOD may take no action which diminishes the qualifications, level of responsibility, working conditions (including compensation) of the Executive Director, or lessens the Executive Directors’ ability to fulfill the responsibilities required in this policy.

The position description for the Executive Director shall be reviewed on a regular basis, at least once every three years, by the Personnel Committee, to ensure that the responsibilities are current, relevant, and reflect the current state of the AS mission, vision, priorities, and organizational structure.