

# **POLICY CONCERNING STUDENT APPOINTMENTS**

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## **PURPOSE**

The policy outlines student appointments to committees and commissions of ASI, the Academic Senate, and University Committees. This policy is designed to fill Board of Directors seats vacated due to resignation, recall, ineligibility or death. The policy provides direction on presidential appointments requiring approval by the ASI Board of Directors and eligibility for all ASI leadership positions.

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## **WHO SHOULD KNOW THIS POLICY**

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Budget Area Administrators</li> <li><input checked="" type="checkbox"/> Management Personnel</li> <li><input checked="" type="checkbox"/> Supervisors</li> <li><input checked="" type="checkbox"/> Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteers</li> <li><input type="checkbox"/> Grant Recipients</li> <li><input checked="" type="checkbox"/> Staff</li> <li><input checked="" type="checkbox"/> Students</li> </ul> |
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## **STANDARDS**

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### **1. PRESIDENTIAL APPOINTMENTS**

All student appointments to ASI Committees and Commissions shall be Presidential Appointments. This does not include the appointment of members of the ASI Board of Directors to ASI Committees. All student appointments to Academic Senate Committees and University-Wide Committees shall be Presidential Appointments. Exceptions shall be made when the Academic Senate Committee or University –Wide Committee has established specific appointment guidelines. All Presidential Appointments of this nature must be enrolled and in good standing at the time of appointment. Failure to meet and maintain these qualifications will result in ineligibility for appointment.

### **2. PRESIDENTIAL APPOINTMENTS APPROVAL BY THE BOARD OF DIRECTORS**

Paid appointments requiring approval by the ASI Board of Directors shall require a copy of the Presidential Appointee’s application be submitted to each Board member prior to the meeting in which the Presidential Appointee’s approval appears on the agenda.

The following information shall be contained in a data sheet attached to the application.

- The number of applications received for the position.
- Those involved in the interviewing process.
- A short summary of the position for which the person is being approved.

A list of committee appointee(s) must be posted at least three (3) working days before potential appointees can actively participate in their respective Committees. Posting areas shall include, but are not limited to, ASI Executive Offices (TSU-207) and/or a posting area of the ASI.

Every other week the ASI President must submit to the membership a list of all vacancies that require a Presidential appointee. The above mentioned list of Presidential appointments shall be distributed via posting in the ASI Executive Offices (TSU-207), and/or a posting area of the ASI.

### **3. VACATED BOARD OF DIRECTOR SEATS**

Any person who assumes an ASI Executive Officer position while concurrently holding a voting seat on the ASI Board of Directors, is required to officially resign their former seat to the Chair of the Board before the new position is assumed.

If a vacancy on the Board of Directors exists between the election and the end of the second week of classes of the next spring semester, the ASI President will recommend that the first runner-up from the previous general election in the College in which the vacancy exists fill that vacancy, subject to majority approval by the Board of Directors. If approved by the Board, the new Director will serve until the end of the current term in the College in which the vacancy exists. This policy does not apply to the second runner-up or anyone who received fewer votes than the first runner-up when there is one vacant position in the college. If more than one position is vacant in a single college, the second runner-up may be recommended to the Board by the President. This policy does not apply to the third runner-up or anyone who received fewer votes than the second runner-up. This policy does not apply to any person who has been disqualified under the ASI by-laws. This policy does not apply to any runner-up who received less than 10% of the total number of valid votes cast in the previous general election in the College in which the vacancy exists. This policy does not apply in the event of a tie for the position of first or second runner-up in the previous general election in the College in which the vacancy exists. This policy does not apply to the Board members appointed by the President of the University or the Chair of the Academic Senate. In the event the Policy cannot be followed, refer to ASI Bylaws Article IV Section IV.

### **4. ELIGIBILITY FOR ASI LEADERSHIP POSITIONS**

At the time of application for a leadership position and throughout their term, the following ASI student leaders must meet and maintain the requirements outlined below. All students must also be in good standing and must not be on academic or disciplinary probation.

#### *a. Category 1*

##### **Unit Load**

Undergraduate student leaders must earn six (6) semester units of credit each semester. Graduate student leaders must earn three (3) semester units of credit each semester: and

##### **Maximum Allowable Units**

Undergraduate student leaders are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective whichever is greater. Graduate student leaders

are allowed to earn a maximum of 50 semester units. Student leaders holding over that number of units will not be eligible; and

**Residency**

Undergraduate student leaders must have been enrolled at CSUF for one semester preceding their application for a leadership position earning a total of at least six (6) semester units during that semester. New graduate students who received a bachelor's degree or credential within the past three (3) years from CSUF must have earned a total of twelve (12) units during his or her last year as an undergraduate to be eligible. Graduate student leaders must have earned at least six (6) semester units per term of continuous attendance as a new graduate student to be eligible; and

**Grade Point Average**

All student leaders holding a position within category 1 must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their application, and must maintain these standards; and

**Faculty/Staff**

A student leader may not be a member of the faculty or staff at CSUF. Graduate assistants shall not be considered faculty or staff.

**Student Leader Positions:**

**ASI Executive Officers**

- ASI President & CEO
- ASI Vice President
- ASI Chief Administrative Officer
- ASI Chief Communications Officer
- ASI Chief Governmental Officer

**ASI Board of Directors**

- Directors for the College of Arts
- Directors for the College of Business and Economics
- Directors for the College of Communications
- Directors for the College of Education
- Directors for the College of Engineering and Computer Science
- Directors for the College of Health and Human Development
- Directors for the College of Humanities and Social Sciences
- Directors for the College of Natural Sciences and Mathematics

**Titan Student Centers Governing Board**

- Chair
- Vice Chair for Facilities and Planning
- Vice Chair for Programs and Services
- Vice Chair for Marketing and Outreach
- Students-At-Large

**ASI Programming Board Directors**

- AICA Chair
- ASI Productions Administrative Director
- Titan Tusk Force Administrative Director

- ASI Street Team Administrative Director
- ASI Elections Commissioner
- Camp Titan Co-Directors

*b. Category 2*

**Grade Point Average**

All student leaders holding a position within category 2 must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

**Student Leader Positions:**

**ASI Programming Board Coordinators and Vice Chairs**

- AICA Vice Chair
- AICA Marketing and Events Coordinator
- AICA Diversity Coordinator
- ASI Productions Wednesday Concerts Coordinator
- ASI Productions Pub Thursday Concerts Coordinator
- ASI Productions Films and Media Coordinator
- ASI Productions Union and Special Programming Coordinators
- ASI Productions Fall Festival/Spring Concert Coordinator
- ASI Productions Sunday Productions Coordinator
- ASI Productions Pub Monday and Tuesday Coordinator
- Titan Tusk Force Athletics Coordinator
- Titan Tusk Force Events Coordinator
- Titan Tusk Force Marketing Coordinator
- ASI Street Team Coordinator
- ASI Camp Titan Staff

**ASI Commission Directors**

- Scholarship Director
- Environmental Sustainability Director
- Community Engagement Director

**ASI Commission Coordinators**

- Lobby Corps Advocacy Coordinator
- Lobby Corps Events Coordinator
- Lobby Corps Promotions Coordinator
- Environmental Sustainability Programming Coordinator
- Environmental Sustainability Promotions Coordinator
- Environmental Sustainability Waste and Energy Coordinator
- Community Engagement Outreach Coordinator
- Community Engagement Public Relations Coordinators

**Communications Commission Coordinators**

- Campus Outreach Coordinator
- Social Media and Marketing Coordinator
- Events Coordinator

*a. Category 3*

**Grade Point Average**

All student leaders holding a position within category 3 must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.0 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

Student Leader Positions:

ASI Commission Members

Committee Members

- Academic Senate Committee Representatives
- University-Wide Committee Representatives
- Ad-hoc Committee Representatives

Camp Titan Counselors

AICA Student-at-Large Members

ASI Street Team Members

Failure to meet and maintain these qualifications during the term will result in ineligibility for the position.

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**DATE APPROVED: 09/19/2017**