ASI Executive Director Performance Review Process Policy

PURPOSE
The ASI Personnel Committee completes an annual performance review of the ASI Executive Director to ensure key objectives and responsibilities are being met. The ASI Personnel Committee aims to enhance the capacity of the organization’s staff leadership along with bettering the organization as a whole.

PURPOSE
The purpose of the ASI Executive Director Performance Review Process Policy is evaluate the ASI Executive Director’s professional performance over the fiscal year, and articulate the review process.

OVERVIEW
The ASI Executive Director’s 360 Performance Review shall include feedback from
- ASI Professional Staff
- ASI Executive Director
- Executive Director will provide list of four staff/faculty members on campus
- University President’s Designee
- ASI Board of Directors

POLICY
Procedure
Over the summer term, the University President’s Designee shall provide the ASI Executive Vice President with the ASI Executive Director’s Executive Director Performance Review from the previous fiscal year. The ASI Personnel Committee shall review the Performance Review document(s) in closed session, which is permitted under the Gloria Romero Open Meetings Act of 2000 - 89307 (8) (c) (1)^1

The ASI Executive Vice President/Chief of Staff shall send out a feedback evaluation form to the ASI Board of Directors (see ATTACHMENT I) towards the end of the fall semester. The ASI Executive Vice President/Chief of Staff has the responsibility to review the data from the evaluations. The data from the feedback evaluation shall be used for the ASI Executive Director’s 360 Performance Review.

Once the data is reviewed, the ASI Executive Vice President/Chief of Staff shall provide the data to the ASI Executive Director and the University President’s Designee. The ASI Personnel Committee shall discuss the data from the feedback evaluations in closed session, which is permitted under the Gloria Romero Open Meetings Act of 2000 - 89307 (8) (c) (1).

Approved 11/21/2016 by Board of Directors

Approved On: Wednesday, April 22, 2020

ASI President/CEO does hereby [☐ ] approves / ☐ refuses to approve this policy.

Daisy Maxion  
ASI President/CEO

Kabir Dhillon  
ASI Executive Vice President/Chief of Staff

Approved by: ASI Board of Directors 2019-2020
"ASI Executive Director Performance Review Process Policy" History

- Document created by Erik Pinlac (erik.pinlac@csueastbay.edu)

- Document emailed to Daisy Maxion (asipresident@csueastbay.edu) for signature
  2020-04-23 - 11:38:13 PM GMT

- Document emailed to Kabir Dhillon (asiexecvp@csueastbay.edu) for signature
  2020-04-23 - 11:38:13 PM GMT

- Email viewed by Kabir Dhillon (asiexecvp@csueastbay.edu)
  2020-04-24 - 4:21:39 AM GMT - IP address: 66.249.84.144

- Document e-signed by Kabir Dhillon (asiexecvp@csueastbay.edu)
  Signature Date: 2020-04-24 - 4:22:40 AM GMT - Time Source: server - IP address: 67.164.2.168

- Email viewed by Daisy Maxion (asipresident@csueastbay.edu)
  2020-04-30 - 11:42:07 PM GMT - IP address: 66.249.84.130

- Document e-signed by Daisy Maxion (asipresident@csueastbay.edu)
  Signature Date: 2020-04-30 - 11:42:25 PM GMT - Time Source: server - IP address: 71.198.11.104

- Signed document emailed to Erik Pinlac (erik.pinlac@csueastbay.edu), Daisy Maxion (asipresident@csueastbay.edu) and Kabir Dhillon (asiexecvp@csueastbay.edu)
  2020-04-30 - 11:42:25 PM GMT