

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

¹ California Legislative Information. *Gloria Romero Open Meetings Act of 2000*. Retrieved from: https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=89307.



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 (Apr 23, 2020)

Kabir Dhillon
ASI Executive Vice President/Chief
of Staff

Approved by: ASI Board of Directors 2019-2020











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Final Audit Report

2020-04-30

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