

ASI Student Government Feedback Evaluation Policy

PURPOSE

The ASI Student Government Officers Evaluation Policy has been developed to articulate the process for providing performance feedback to the officers of the ASI Student Government (i.e. Board of Directors and Senate).

PROCEDURES

Each officer of the ASI Student Government will receive performance feedback by the end of the fall semester. Evaluations will be conducted through a 360 Performance Feedback process sent out by the ASI Executive Vice President/Chief of Staff. Members of the ASI Board of Directors will provide feedback for their fellow ASI Board of Directors, and members of the ASI Senate will provide feedback for their fellow ASI Senate members. This process will allow for a peer evaluation of each Officer, and allow for feedback in order to address each Officer's performance.

These evaluations will be sent out 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 with the ASI President/CEO and /or the ASI Executive Director, and the ASI Vice President of University Affairs for the ASI Senators.

POLICY

Evaluation and Feedback

Each Officer will be evaluated based on, but not limited to, the following criteria:

- Bylaws
- Senate Constitution (if applicable)
- Code of Conduct
- Administration Manual

A sample evaluation form can be found in ATTACHMENT I.

Failure to complete any of the tasks presented in each document will result in the Officer being brought up to the ASI Personnel Committee.



The ASI Executive Vice President/Chief of Staff will present proper evidence to identify the Officer's need for improvement to the ASI Personnel Committee.

Complaints

Any complaint brought forth by a member of the ASI Student Government or Board Committees, on another Officer must be in writing, and sent to the ASI Executive Vice President/Chief of Staff.

Feedback

Performance feedback will be presented to each Officer in a one on one meeting with the ASI Executive Vice President/Vice President.

Officers addressed to the ASI Personnel Committee that are seen in need of improvement, must have an additional one on one meeting with the ASI Executive Vice President/Vice President and ASI Executive Director to develop a performance improvement plan.

As a result of this feedback process, any officer whose performance warrants a sanction will be sent to the ASI Personnel Committee for review. If deemed so by the ASI Personnel Committee, the officer will receive a sanction letter from the ASI Executive Vice President/Chief of Staff. Any appeals can be made to the ASI Chair of the Board of Directors within a seventy-two hour time period.

Approved on 5/31/16 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



ATTACHMENT I
Sample Feedback Evaluation Form

This is a feedback and evaluation form for our Student Government Officers in order to improve on our overall performance for the upcoming year.

How productive is this Government Officer?

	1	2	3	4	5	
Extremely Productive						Not At All Productive

How well does this Government Officer work with others?

	1	2	3	4	5	
Extremely Productive						Not At All Productive

Has this Government Officer been in compliance with the Bylaws?

	1	2	3	4	5	
Extremely Productive						Not At All Productive

Has this Government Officer been in compliance with the Code of Conduct?

	1	2	3	4	5	
Extremely Productive						Not At All Productive

What are this Government Officer's strengths?

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What are this Government Officer's weaknesses?

What feedback would you give this Government Officer to improve their overall performance?

Any further comments?











ASI Student Government Feedback Evaluation Policy

Final Audit Report

2020-04-30

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