

Scarborough Campus Students' Union Policy Manual

PROCEDURAL POLICY – Executive Hiring

Date: February 15, 2013 – BOD

Motion: Executive Hiring

Candidate Eligibility

Pursuant to the SCSU by-laws, candidates must be a member of the corporation at the time of their application.

Job Descriptions

- The Vice-President Operations shall have the responsibility for the maintenance of all officer's job descriptions.
- Job postings should be publicized for at least three (3) weeks prior to the application deadline.

Hiring Committee

- Following election and ratification of the new Officers, the incumbent Vice-President Operations shall form a Hiring Committee for all Vice-Presidential positions.
 - All applications for the respective Vice-Presidential position shall be given to all members of the Hiring Committee, before the applicants' interview.
- The incumbent Vice-President Operations shall be responsible for ensuring that all Hiring Committee members are adequately prepared before the interview process begins.
- The composition of the Vice-Presidential Hiring Committee shall consist of six (6) members:
 - The four (4) incoming elected Executives;
 - The first two (2) people in the list below, unless they decline to participate;
Vice-President Operations (incumbent);
 - Vice-President Campus Life (incumbent);
 - President (incumbent);
 - Vice-President University Affairs & Academics (incumbent);
 - Vice-President External (incumbent);
 - Vice-President Equity (incumbent);
 - Director of the Board (incumbent);
 - Director of the Board (incoming);
 - Individuals who ran for an elected executive or director position, or applied for one of the appointed Vice-Presidential position for the incoming year shall not be eligible to sit on the committee.

- The incoming President shall act as the Chair of the Vice-Presidential Hiring Committee.
- All applications, interviews, discussions and deliberations, which the Hiring Committee conducts, shall be deemed in-camera.
 - Should any member of the respective Hiring Committee breach the confidential nature of a Hiring Committee, the matter shall be forwarded to the incumbent Board of Directors with the committee's recommendations.
- The Chair of the Committee is required to keep on file all papers, notes, etc. from every Hiring Committee.
- Once all interviews for a particular Vice-Presidential position have been completed, all members of the Hiring Committee shall meet to deliberate who to recommend for the respective VicePresidential position.
 - The Hiring Committee has the option of recommending that no applicant is suitable for the Vice-Presidential position.
- The Chair of the Committee shall present these recommendations to the incumbent Executive Committee at the next scheduled meeting.