

STUDENT SENATE BYLAWS

CHAPTER V **PERSONNEL**

COMMITTEE APPOINTMENT PROCESS **PART I**

SECTION 1: STUDENT INVOLVEMENT IN COMMITTEES

The students of the University of Northern Colorado endorse the concept of shared governance involving students, faculty, support personnel, and administration in the campus community. Student Senate, as the recognized authority representing the Student Body, agrees to uphold and strive for the realization of this concept by approving the appointments of those students who will best represent the interest of the Student Body on all University committees seeking student participation.

SECTION 2: COMMITTEE HIRING PROCEDURE

- A. When there is a committee opening, the Director of Student Affairs shall meet with the Student Senate Advisor to create a marketing plan to reach qualified students to serve on the committee. The Director of Student Affairs shall also work with the Advisor to create a fair application process.
- B. At minimum, openings shall be advertised on the Student Senate website, the Student Senate bulletin board, University Center bulletin boards, the clubs and organizations newsletter, and announced verbally during a Student Senate meeting.
- C. The applicant pool for the committee shall consist of students who have completed the application process.
- D. Selection for the committee shall be completed by the Director of Student Affairs. The Student Rights Advocate must be present during the selection.
 1. Selection shall be based on relevant previous experience, interest, qualifications, and availability.
 2. The Director of Student Affairs shall promote diversity in committee membership.
 3. The Director of Student Affairs must document why he/she has chosen or not chosen to appoint each applicant. This information shall be stored by the Student Rights Advocate for the entire academic year.
- E. In accordance with the Student Body Constitution, all committees must be approved by a two-thirds (2/3) vote of the entire voting membership of Student Senate.

SECTION 3: REQUIREMENTS OF COMMITTEE MEMBERS

- A. Members shall attend meetings of the committee.
- B. The term of appointment for a committee is from the time of appointment until the end of the academic year.
- C. Students may be on a maximum of three committees in any academic year.
- D. The Committee Chair shall meet with appropriate Student Senate members as necessary and keep Student Senate informed as to the activities of the committee.

SECTION 4: VACANCIES

If a committee member chooses to vacate their position on a committee, the position shall be determined vacant. The Director of Student Affairs shall determine if it is necessary to replace the member. If a replacement is necessary the committee hiring procedure shall be followed.

SECTION 5: GRIEVANCES

If there is a grievance filed against the process, committee, or committee member, the procedures outlined in Chapter VII, Section 6 shall be followed.

STUDENT SENATE HIRING PROCEDURE
PART II

SECTION 1: INTENT

- A. The following procedures are designed to guide the hiring process for filling all student-employee Student Service paid positions authorized by Student Senate:
 - 1. To increase the likelihood that the hiring process will result in the employment of the most qualified applicant.
 - 2. To insure that Student Senate's commitment to Student Rights Advocate is evident in all hiring procedures.
 - 3. To provide practical, consistent guidance for those people responsible for conducting the actual hiring process.
- B. This hiring procedure is for hiring all student-employee Student Services positions, the Student Rights Advocate, the Administrative Assistant, the election commissioners, and all Director vacancies.
 - 1. Student-employee Student Service Positions shall be defined as students hired/appointed by Student Senate to fill coordinator or assistant coordinator positions for the Center for Peer Education, National Student Exchange, and Off Campus Housing.
- C. The Student Senate does not discriminate on the basis of ethnicity, gender, religion, color, age, disability, sexual orientation, national origin, veteran or economic status.

SECTION 2: JOB DESCRIPTION/APPLICATION

- A. Once the position becomes available, the job description and application must be made available in the Student Activities office and posted on the Student Senate website.
- B. The job description must include job requirements and qualifications which reflect the actual duties of the position, as well as the deadline for applications.
- C. Applications must include the following: Application, job description, qualifications, and any other requirements pursuant to CRS Section 24-6-402. The Student Body Constitution and Student Senate Bylaws should be made available to the applicant.
- D. The application must be made available for at least ten (10) class days.
- E. The applications must be submitted into the Student Activities office by the deadline to be considered for the position, unless an extension is authorized. Extensions must be approved by the Director of Student Affairs in writing before the application deadline.

SECTION 3: ADVERTISING

- A. At any time there is a position opening, the Director of Student Affairs shall meet with the Student Senate Advisor to create an advertising plan.
- B. At minimum, positions shall be advertised on the online student employment job bank, the Student Senate website, the Student Senate bulletin board, University Center bulletin boards, the clubs and organizations newsletter, and announced verbally during a Student Senate meeting.

- C. The Director of Student Affairs shall announce the open position at the first Student Senate meeting after the position becomes open.
- D. Advertising for positions will take place at least ten (10) class days before the application deadline.
- E. All advertisements will be approved and kept on file by the Student Rights Advocate.
- F. All advertisements must contain the following: Student Senate is strongly committed to student rights.

SECTION 4: PAPER CUT PROCEDURE

- A. If more than five (5) applicants apply for one position, the Director of Student Affairs may choose to implement a paper cut process.
- B. The Director of Student Affairs, Student Body President, Student Senate Advisor, and the Student Rights Advocate shall sit on the paper cut committee.
- C. Criteria for the paper cut process shall be set before any of the persons on the paper cut committee see the applications. These criteria shall be set by the Director of Student Affairs, Student Body President, and Student Senate Advisor. Final approval rests with the Student Rights Advocate.
- D. All applicants shall receive notification of the outcome of the paper cut within five (5) class days of the committee decisions through the Director of Student Affairs.

SECTION 5: FORMATION OF AN INTERVIEW COMMITTEE

- A. The interview committee will be made up of five (5) voting members as follows:
 - 1. Two (2) students-at-large selected through the committee hiring procedure
 - 2. One (1) Student Senate Member
 - 3. The Student Body President, or a proxy appointed by the Student Body President
 - 4. The corresponding program's coordinator/advisor, or a proxy appointed by the program coordinator/advisor
- B. The Director of Student Affairs may choose to recommend alternate students-at-large and Student Senate members for the interview committee. Alternates shall replace any committee members who are unable to fully complete their duties. Alternate students-at-large shall be selected through the committee hiring procedure.
- C. In accordance with the Student Body Constitution, the interview committee and alternates must be approved by a two-thirds (2/3) vote of the entire voting membership of Student Senate prior to holding interviews.
- D. Upon approval by the Student Rights Advocate, the Director for Student Affairs may also invite non-voting members as he/she sees fit to sit on the committee. Non-voting members may take part in deliberation, but may not vote.
- E. Interviews are open to the public for observation, with exception of the opposing candidates.
- F. The interview committee shall be formed at least 24 hours before criteria and questions for the interviews are formulated.
- G. It is the duty of the Director of Student Affairs to ensure that the interview committee has reviewed and evaluated the necessary job description, questions, and interview criteria so that the committee members understand what is required of the vacant position prior to the first interview.

SECTION 6: INTERVIEW PROCEDURE

- A. Interviews must be conducted with consistent procedures and must ensure equal treatment of all candidates.
- B. Each member of the interview committee must be present for all interviews to participate in selection decisions.
- C. Quorum shall consist of the Student Body President (or their proxy) plus three voting members.
- D. Interview questions must be related to job requirements, professional expectations, and qualifications. These questions shall be developed by the Director of Student Affairs and approved by the Student Rights Advocate.
- E. Each committee member will fill out an interview sheet during each applicant interview based on the application and the answers to the interview questions. These interview sheets will be collected by the Director of Student Affairs following all the interviews and kept on record for the next 12 months following the interview.
- F. All applicants will be advised of their right to file a grievance with the Student Rights Advocate within 30 days of the interview. Applicants will be asked to fill out a student rights evaluation form after completion of the interview process, to be turned in to the Student Rights Advocate. (Appendix A).
- G. After all applicants have been interviewed, the interview committee shall deliberate and vote for the best applicant while none of the applicants are present.
- H. All official decisions of the hiring committee require 3/5 consent of the voting membership.
- I. If none of the applicants are adequately qualified, the interview committee may choose to extend the application deadline, and interview the new applicants.
- J. If the interview committee cannot agree upon a candidate after sufficient deliberation, then the Student Body President shall have the option to make a temporary appointment, following the Student Body Constitution.
- K. All applicants for a position shall receive notification of the outcome of their interview within five (5) class days of the committee decisions.
- L. It shall be the duty of the Director of Student Affairs to keep accurate and sufficient records of proceedings and decisions throughout the interview process, and retain hiring documents in accordance with university policy.

SECTION 7: INTERVIEW PROCESS FOR THE STUDENT RIGHTS ADVOCATE

- A. The interview committee formation process and interview procedure for the Student Rights Advocate hiring process shall be the same process as outlined in this chapter with the following exceptions:
 - 1. No Student Senate member shall act as a voting member on the interview committee. The Dean of Students or an appointed proxy by the Dean of Students shall replace the Student Body President's voting rights and privileges.
 - 2. A student-at-large selected through the committee hiring procedure shall replace the Student Senate member on the interview committee.

SECTION 8: PRESIDENTIAL APPOINTMENTS

- A. Should the hiring procedure be deemed invalid or no viable candidate is found for the open position, the Student Body President shall have the option of recommending a temporary appointment to Student Senate.
- B. In situations of emergency, defined as time constraints of less than one week, presidential appointments may occur pending permanent procedural appointment.
- C. The presidential appointment procedure shall be as outlined in the Student Body Constitution.

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STUDENT SENATE INTERVIEW QUESTIONNAIRE
Appendix A

This is a questionnaire to aid the Student Senate Director of Student Affairs and the Student Rights Advocate in providing the best interview process. Please fill out this questionnaire regarding the process, procedure and the interview.

Please Print Name: _____

Date of Interview: _____ Today's Date: _____

Do you believe the interview(s) you have completed has been fair?
Yes _____ No _____ If no, please explain

Did you feel that anytime during the interview process that it was unfair?
Yes _____ No _____ If yes, please explain

How could this interview have been improved?

What did you like about this interview process that could be carried on into future interviews?

OFFICE HOUR CHANGE POLICY AND LEAVE OF ABSENCE POLICY
PART III

SECTION 1: INTRODUCTION

- A. This office hour and leave of absence policy shall pertain to all Student Senate members, the Student Rights Advocate, the Administrative Assistant, the Parliamentarian, the Election Commissioners, and all student-employee student service positions.

SECTION 2: OFFICE HOUR CHANGES AND CANCELLATIONS

- A. If any regularly-scheduled office hours cannot be completed, a notice of office hour cancellation must be posted on the Student Senate bulletin board before the said cancelled office hours take place.
- B. Cancelled office hours must be rescheduled and completed within five (5) class days. If a student is unable to complete office hours within this deadline, then the student must meet with the Student Senate Advisor and agree upon another reasonable time to complete office hours.
- C. If over half of weekly office hours are being cancelled, a leave of absence form must be properly completed.

SECTION 3: LEAVE OF ABSENCE INTRODUCTION

- A. The leave of absence request form shall be properly completed if an employee cannot fulfill their responsibilities of attending meetings, events, or cannot complete at least half of weekly office hours.

SECTION 4: LEAVE OF ABSENCE PROCEDURE

- A. All requests for a leave of absence must be completed on a Leave of Absence Request Form (Appendix A).
- B. This request must be turned into the Student Body President at least three days prior to the absence.
- C. The request must be approved by the Student Body President and the Student Senate Advisor before the absence.
- D. If the absence will be for five class days or more, it must be approved by two thirds of Student Senate.
- E. If the absence will be for five class days or more, the remuneration shall be prorated to an amount that pays for only the portion of the academic term that the individual serves.

SECTION 5: EMERGENCIES

In case of emergency need, a Leave of Absence Request Form may be filed at a later date as deemed appropriate by the Student Body President and with approval of two thirds of Student Senate.

SECTION 6: DELINQUENCIES

- A. The Student Senate members and Service Coordinators are allotted a maximum of three leaves of absence per semester.

- B. Any student who takes a leave of absence without requesting a leave other than an emergency, who takes a leave of absence after their request is denied, or must take a leave of absence for more than one full academic term, shall be requested by the Student Body President or Student Senate Advisor to resign.
- C. In the case of a student choosing not to resign, it is the responsibility of Student Senate to remove the individual via the proper removal procedure.

OFFICIAL BUSINESS OF THE STUDENT SENATE
APPENDIX A
LEAVE OF ABSENCE REQUEST FORM

Name: _____

Position: _____

Period of Leave: From _____ To _____

Please state the plan for completing the responsibilities of the office and the individuals involved.

The following individuals have developed and agreed to the above specifications. It is understood that if the leave is for five class days or more the individual requesting this leave will be paid on a prorated basis for only the portion of the academic term the individual serves. Student Senate reserves final authority on all decisions concerning a leave of absence request longer than five days and then this contract is subject to a vote of Student Senate. Should the conditions of this agreement or bylaws not be met, Student Senate may withhold all or partial remuneration. All appeals concerning this request may be made through the Student Senate Grievance Procedure and the Student Rights Advocate.

Student Senate Member Signature

President Signature

Date

Date

For Leaves of Absence of Five Class Days or More:

Date of Student Senate Review: _____

Action Taken: Passed _____ Failed _____