

Section: **Policy Statement – Personnel**

Subject: **Annual Performance Appraisal of General Manager**

Purpose: To provide the Associated Students General Manager with an annual performance appraisal.

New/Revised: **October 4, 2010**

Council Adoption Date: February 5, 2001

The Humboldt State University Vice President of Student Affairs, with the Associated Students (AS) President, will be responsible for developing a written performance appraisal of the AS General Manager by the end of each spring semester.

In closed session during a regularly scheduled meeting of the Associated Students Council, the Vice President of Student Affairs and the AS President will invite verbal comments from the members of the Associated Students Council and Executives. Written comments may also be accepted. The Vice President of Student Affairs and the AS President may also solicit comments from other students, campus administrators, and/or staff as appropriate.

The AS Council has the option to invite the General Manager to attend the closed session in order to ask questions and/or offer comments.

The Vice President of Student Affairs will meet with the AS General Manager and discuss the performance appraisal. Following this conference, the Vice President of Student Affairs will finalize the review in writing. The AS General Manager may respond in writing to items concerning the performance appraisal.

The Vice President of Student Affairs will provide the AS General Manager with a copy of the final written performance appraisal and maintain an ongoing file of the annual performance appraisals.

It will be the responsibility of the Vice President of Student Affairs to establish the annual compensation level of the AS General Manager based on the level of responsibility and comparability of similar positions. The Vice President of Student Affairs may also approve a merit increase when appropriate.