

**Section:**     **Policy Statement - Personnel**

**Subject:**     **Annual Performance Appraisal of Executive Director**

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**Purpose:**         To provide the Associated Students Executive Director with an annual performance appraisal.

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

**Board Adoption Date:**     February 5, 2001

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The Humboldt State University (HSU) Advisor to the Board<sup>1</sup>, with the Associated Students (A.S.) President, will be responsible for developing a written performance appraisal of the A.S. Executive Director<sup>2</sup> by the end of each spring semester.

In closed session during a regularly scheduled meeting of the Associated Students Council, the HSU Advisor to the Board and the A.S. President will invite verbal comments from the members of the Associated Students Board of Directors<sup>3</sup>. Written comments may also be accepted. The HSU Advisor to the Board and the A.S. President may also solicit comments from other students, campus administrators, and/or staff as appropriate.

The A.S. Board has the option to invite the Executive Director to attend the closed session in order to ask questions and/or offer comments.

The HSU Advisor to the Board will meet with the A.S. Executive Director and discuss the performance appraisal. Following this conference, the HSU Advisor to the Board will finalize the review in writing. The A.S. Executive Director may respond in writing to items concerning the performance appraisal.

The HSU Advisor to the Board will provide the A.S. Executive Director 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 HSU Advisor to the Board to establish the annual compensation level of the A.S. Executive Director based on the level of responsibility and comparability of similar positions. The HSU Advisor to the Board may also approve a merit increase when appropriate.

Notes an Administrative Update of Titles (March 2021):

In January 2011, HSU named a new Vice President for Enrollment Management and Student Affairs. In January 2017, a new position of Interim Associated Vice President for Enrollment Management had an appointment made. In July 2017, HSU named an interim Vice President for Student Affairs, and in October 2018 they named a new Associated Vice President for Enrollment Management. In June 2019, HSU name an Interim Vice President for Enrollment Management which replaced the position of VPSA. (<http://now.humboldt.edu/news/jason-meriwether-named-hsus-interim-vp-for-enrollment-management/>)

1. **HSU Advisor to the Board** - “Humboldt State University Vice President of Student Affairs” position has been replaced by a Vice President of Enrollment Management. The Vice President of Enrollment Management has designated their role as advisor to the Dean of Students. For the sake of this document, the new language reflects this person as “the HSU Advisor to the Board”

In March 2017, the Board updated its titles to align with other 501(c)3 organizations, by becoming Board of Directors, with an Executive Director ([2016-17-15: An Act to Change the Language of the AS Council to Board of Directors](#))

2. **Executive Director** - The “General Manager” title was updated to “Executive Director”
3. **Board of Directors or Board** - “Council” was updated to “Board”