

BUSU Executive Appointment Policy

Introduction

In October 2022, a campus wide referendum passed which made changes to the BUSU Bylaws. One of these changes was to move from an election process to an appointment process for the four student Executives. Outlined below is the proposed 3 phase process in which the Executives will be appointed. After student consultation, a full policy will be developed and approved by the BUSU Board of Directors.

Appointment Committees

Four Advisory Committees will be filled at the first Board of Directors and Brock University Students' Union Advisory Committee (BUSU-AC) meetings each year. These committees will be:

- President Advisory Committee (P-AC)
- VP Student Services Advisory Committee (VPSS-AC)
- VP External Affairs Advisory Committee (VPEA-AC)
- VP University Affairs Advisory Committee (VPUA-AC)

Each committee will consist of:

- 2 Directors of the Board
- 8 BUSU-AC members as selected from BUSU-AC
- The current Executive

Each Advisory Committee will work with the current Executive to provide feedback and act as a "sounding board" for ideas throughout the year.

Each advisory committee will also be responsible for the appointment of that position for the upcoming year.

The current Executive will be available as a resource as needed but will not have a vote on the Advisory Committee during the appointment process.

A full time staff member will also be available as a resource for any issues or questions that arise during the process as needed but will not have a vote on the Advisory Committee.

Advisory Committee members will be required to attend a training session by BUSU HR on best hiring practices and the duties of the Executive positions that they will be hiring in order to be eligible to participate in the process.

Process

A three phase process will be used to determine the next Executive members.

Phase 1 - Application

An application form will be released the first week of January. The application form will be available to all students to fill out. The form will include areas for students to fill out education, previous work experience, volunteer experience, certificates, etc.

There may also be questions specific to each position. For example, the VPUA application may ask about the candidate's interest in advocacy work or the VPSS application may ask about prior club experience.

The members of the Advisory Committees will be given the application forms, anonymously, and candidates will be scored on a predetermined scale for each position.

A maximum of 5 applicants per role will then be contacted to move onto Phase 2.

Phase 2 - Pitch

The top 5 applicants will be asked to complete a one page written submission or answer questions related to the role. For example, "Why do you want the position of XXXX, and what would be your goals if selected for the role?"

The Advisory Committees will then be given the responses, anonymously, and will be asked to rank their answers on a scale provided.

A maximum of 3 applicants will then be contacted to move onto Phase 3

Phase 3 - Interview

The final phase will be an interview. A subset group of the Advisory committee will conduct the candidate interviews. This sub-set will consist of a minimum of 4 Advisory Committee members, including 1 Board representative. The current Executive will also be asked to attend the interviews in a non-voting capacity.

Any Advisory Committee member who cannot attend ALL interviews will not be allowed to participate.

Interview panelists must declare any previous relationship with any candidate to the Full Time staff representative for that committee. BUSU HR will determine the appropriate action based on

the declared relationship, including replacing the committee member with a different Advisory Committee member.

The Advisory Committee will score the candidate interviews according to a scale provided.

The Advisory Committee will deliberate and decide on their selected candidate.

The selected candidates will be presented to the Board of Directors for final approval and job offers will be sent out.

Additional Notes

- The first two phases are meant to be anonymous to help support unbiased review of the candidates
- If anyone on the Advisory Committees has a personal relationship with a candidate they will need to excuse themselves from the process
- Any Board member or Advisory Committee member applying to any position will not be allowed to participate in the process
- Candidate information will be kept confidential within the advisory committee. Candidate information will not be shared publicly or between committees.
- All notes taken from Advisory Committee members will be collected by BUSU HR and kept on file for one year
- A final report will be drafted by the full time staff to share with the Board after the process is complete. This will include statistics on how many candidates applied, how many interviewed, etc. It will also include feedback from Advisory Committee members.

Proposed 2022-2023 timeline

SUN	MON	TUES	WED	THURS	FRI	SAT
1 JANUARY	2 Applications posted online	3	4	5	6	7
8	9	10	11	12	13 Applications close online	14
15	16 Committee review applicants	17 Committee review applicants	18 Committee review applicants	19 Committee review applicants	20 Committee send invites for Phase 2	21
22	23 Candidates work on pitch	24 Candidates work on pitch	25 Candidates work on pitch	26 Candidates work on pitch	27 Candidates pitch due	28
29	30 Committee review pitch	31 Committee review pitch	1 FEBRUARY Committee review pitch	2 Committee review pitch	3 Candidates invited for interviews	4
5	6 Candidate interviews	7 Candidate interviews	8 Candidate interviews	9 Candidate interviews	10 Advisory Committee deliberations	11
12	13	14	15	16	17 Deadline for Board approval	18
19	20 READING WEEK	21 READING WEEK	22 READING WEEK	23 READING WEEK	24 READING WEEK	25
26	27 Nominations for Board/Senate Open	28				

*Note - Board/Senate elections would take place in March