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SB [S] 55-004 Clarifying Hiring Interview Minimum

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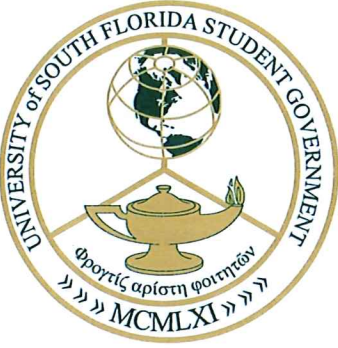
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University of South Florida Student Government Senate

SB [S] 55-004

Clarifying Hiring Interview Minimum
55th Term
Summer 2014



The intent of this legislation is to restore the minimum candidate interviews per position in Student Government.

A SENATE STATUTORY AMENDMENT

Be it enacted by the Senate of the University of South Florida Student Government assembled, that the following changes be made to the Student Government Statutes:

Chapter

215

Student Government Hiring Procedure¹

- 215.1** The following statutes shall serve as the primary regulations in regard to the hiring of all Student Government positions. These regulations shall only apply to student-held positions. Additional regulations may be adopted so long as they do not conflict with the below stated statutes.
- 215.1.1** This Chapter shall apply to all Executive, Judicial, and Legislative Branch positions, Agency Director and Assistant Director positions, and Student Bureau Director and Student Bureau Assistant Director positions.
- 215.2** A reasonable effort must be made to advertise for all open positions. A reasonable effort shall be defined at a minimum as both informing members of the Student Body on social media of the vacancy and a minimum of five (5) Business Days of advertising for said vacancy on both the University of South Florida Employment website² and the Student Government website. A specific section of the site shall be reserved for the purpose of regularly advertising for available positions.

¹ SB [S] 51-007 adds this Chapter.

² SB [S] 54-009 adds USF Employment website.

- 215.2.1 The Job Application, Job Description, and necessary qualifications to perform the job shall accompany the advertisement on the website.
- 215.3 A Hiring Team shall be formed for each vacancy which shall include at a minimum the following individuals:³
- 215.3.1 The individual whom the vacant position will report to, a member of the Branch advertising the position.
- 215.3.1.1 Any Supreme Court vacancy is exempt from this requirement.⁴
- 215.3.2 A member of the Student Government Advising, Training, and Operations Bureau, who shall serve as a non-voting member of the hiring team.
- 215.4 The head of the branch advertising the vacant position shall be responsible for creating the Team and appointing a Chair. The Chair shall only vote in the case of a tie.
- 215.4.1 For the purposes of appointing a Justice (excluding the Chief Justice), the hiring team shall be composed of the Student Body President as chair, one other member of the Executive Branch, and the Chief Justice.⁵
- 215.4.2 For the purposes of appointing the Chief Justice, the hiring team shall be composed of the Student Body President as chair, one other member of the Executive Branch, and one member of the Senate.
- 215.4.3 For the purposes of appointing an Executive Branch Chief of Staff, no hiring team is required. All other procedures and regulations outlined within statutes shall remain in effect.
- 215.4.4 For the purpose of appointing the Attorney General, Solicitor General, and the Chief Financial Officer, the hiring committee shall also include one other member of the Executive Branch, and one member of the Senate.
- 215.4.5 The head of the branch making the appointment may not serve on the hiring committee except if the advertised position reports directly to them or in Supreme Court vacancies⁶ in which case they may serve on the hiring committee in the capacity of Chair.
- 215.4.6 The head of the branch making the appointment may observe the applicants interviews and may hold additional meetings with the applicants.
- 215.5 No person applying to the position may be a member of the Hiring Team, observe the meetings of the Hiring Team, or attempt to influence the Hiring Team.
- 215.6 The Hiring Team shall interview a minimum of five (5) qualified applicants for the positions of Chief of Staff, Chief Financial Officer, Attorney General, Solicitor General, and Chief Justice and make a non-binding recommendation to the head of the respective branch

³ SB [S] 54-009 separates out previous 215.3, splits into 215.3, 215.4, and 215.5.

⁴ SB [S] 54-009 adds this sub-clause.

⁵ SB [S] 54-009 amends 215.4.1 and adds 215.4.2 to modify Supreme Court hiring teams.

⁶ SB [S] 54-009 amends 215.4.5, adds Supreme Court vacancies.

making the appointment. If the total number of applicants is less than five (5), the position shall be re-advertised for an additional five (5) Business Days.

215.4.7215.6.1 In the event that the total number of applicants is less than five (5) following the second advertising cycle, the team may move onto interviewing the total number of applicants.

215.5215.7 The Hiring Team shall interview ~~the top~~ a minimum of three ~~five~~ (35) qualified applicants for all other ~~the~~ positions and make a non-binding recommendation to the head of the respective branch making the appointment. If the total number of applicants is less than ~~three~~ ~~five~~ (35), the position shall be re-advertised for an additional five (5) Business Days.⁷

215.5.4215.7.1 In the event that the total number of applicants is less than ~~three~~ ~~five~~ (35) following the second advertising cycle, the team may move onto interviewing the total number of applicants.

215.6215.8 The Hiring Team shall make its recommendation based upon the qualifications of the candidate as set forth by the position Job Description.

215.7215.9 The Head of the respective Branch shall be responsible for making the final appointment to the position and notifying the appropriate relevant parties of their selection by creating a hiring memo.⁸

215.7.4215.9.1 For all Supreme Court nominations, the Student Body President shall be responsible for making the final appointment to the position and notifying the appropriate relevant parties of their selection.

215.8215.10 The deliberations of the Hiring Team shall be closed to the public; however, recommendations of the team shall be considered a Public Record.

215.9215.11 In accordance with Florida Law, the Hiring Team may not base their decision based on the applicant's age, race, sex, religion, national origin, disability, or sexual orientation.

215.10215.12 Student Government Hiring Procedures shall also be governed by all applicable Federal and State Law(s) and University Policy.

⁷ SB [S] 54-009 amends 215.6 and 215.6.1, changes number of applicants to five.

⁸ SB [S] 54-009 amends 215.8 and adds 215.8.1.



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5/28/14
Date

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5/28/14
Date

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