5. APPOINTMENTS

5.1 Structure

5.1.1 The appointments of the GSA shall serve as the representatives of the GSA. GSA appointees shall serve to express the issues and concerns of the GSA and the graduate students at UCLA to the rest of the campus, university, and external community.

5.1.2 non-stipended appointments shall be grouped in three categories: 1) campus policy 2) chancellor advisory 3) academic senate

5.1.3 The Vice President of Academic Affairs shall appoint to Academic Senate committees. The President shall appoint all other GSA members to non-stipended positions. All non-stipended appointees shall make a written report to the President at least once per quarter. All Academic Senate appointees shall make a written report to the Vice President of Academic Affairs at least once per quarter.

5.1.4 Forum must ratify all non-stipended and stipended appointees at the first Forum meeting following the appointment or nomination of such GSA representative. The GSA President shall make a report to the Forum which shall include: a list of all applicants, a list of nominees and their applications, rankings of alternates and the attendance at the Appointments Board meetings.

5.2 Appointments Board

5.2.1 The Appointments Board shall be the committee to interview and recommend to the Forum graduate students to serve as GSA representatives in stipended appointments and shall consist of the elected officers. The President shall chair the Appointments Board and quorum will be all the elected officers.

5.2.2 The President shall set the schedule for advertising, application availability and deadlines, and interview dates.

5.2.3 All candidates must submit an application by the designated deadline. The Board will interview at least two candidates for every position that received at least two applications. The Appointments Board may consider a candidate for a position other than that for which he/she applied. However, a candidate may not change his/her preferred selections following any initial screening process and prior to the interview period without the consent of the Appointments Board, who may reject him/her for the position and not grant him/her an interview.

5.2.4 A majority vote of the Appointments Board is sufficient to nominate a candidate to a GSA stipended position. In the case of a tie, the president shall cast a tie-breaking vote. Nominees may serve immediately upon nomination, however the President shall submit each nomination to the Forum for ratification at the Forum’s next meeting. The Board may rescind its own action within one week of the action, provided it has not yet been ratified. Failure to ratify a nomination or lack of a tabling action to a specific time shall
result in an automatic recision of the nomination. To provide alternates in the event of vacated appointments, the Appointments Board shall rank all applicants deemed qualified.

5.2.4.1 Prior to advertising for the Spring appointments process, the GSA President, shall contact all committee members nearing the end of the first year of their terms to confirm their intent to continue on their committee for a second year.

5.2.4.2 In the report from Appointments Board to Forum, and in the official notification given to the respective committees and the appointees, it shall be specified as to whether an appointee's term of appointment is for two years, or for the second year of a two-year appointment, designation of voting and non-voting members shall also be included, as shall be notification of the results of disciplinary action by Forum (removal/replacement).

5.2.4.3 Having one year of eligibility shall not make an applicant ineligible for a two year term. When a choice between a one- or two-year assignment is possible, however, such applicants should preferentially be given one-year appointments. There is no appealing Appointments Board's decision on this matter.

5.3 Rights, Responsibilities, and Discipline

5.3.1 All members of the GSA are guaranteed the rights and privileges as specified in Article VII (Removal, Recall, Resignation, Initiative, and Amendment) and Article VIII (Procedural Guarantees) of the GSA Constitution.

5.3.2 Any directive of the Forum or Assembly to any appointee to a stipended or non-stipended GSA position shall be deemed binding on that appointee.

5.3.3 All appointments made by the GSA may be rescinded by Forum action for failure to attend meetings of the body the person was appointed to. A letter explaining this policy shall accompany the notification of all appointments. This action shall not be considered as disciplinary action as defined in Article VII (Removal, Recall, Resignation, Initiative and Amendment) of the GSA Constitution and Section 7.3.3 of the GSA Codes.

5.3.4 Each elected officer, appointed Cabinet member, and stipended appointee shall be evaluated each quarter. Each individual shall submit a self-evaluation to the Officers no later than Friday of 7th week of each quarter. The self-evaluation shall follow any guidelines required by the Officers or Forum. On or before Tuesday of 8th week of the Fall, Winter, and Spring academic quarters, the Officers shall conduct comprehensive reviews of every member of Cabinet and the stipended appointees together. The Officers shall also invite feedback from others. If those providing feedback request anonymity, anonymity shall be preserved unless Forum determines that anonymity is not appropriate under the circumstances. The Officers shall consider all aspects of an individual’s activity including attendance, service, productivity, cooperation, adherence to GSA, ASUCLA, and UCLA regulations, and any other factors that might affect (either positively or negatively) the ability for GSA to benefit from the individual’s service. Each individual’s performance shall be graded “Satisfactory” or “Unsatisfactory” by each Officer, and a
document listing these ratings shall be presented at the next Forum meeting. If any two Officers give an individual an “Unsatisfactory” rating, the Officers shall give immediate notice of a hearing to the individual in question and bring the issue to Forum at the next Forum meeting (9th week). The Officers shall recommend a disciplinary action for Forum to take. Possible actions include reducing or eliminating the appointee’s stipend and/or rescinding the appointment, as mandated by GSA Codes sections 5.3.2, 10.7.3.2, 10.7.3.3, and 10.7.3.7, and Article VII, Section A of the GSA Constitution.