



Executive Order on the Hiring and Termination of Executive Branch Members

By the authority vested in me as the Student Body President of Indiana University Bloomington and the Chief Executive Officer of Indiana University Student Government, it is hereby ordered as follows:

Section 1. Policy. It is the policy of the Indiana University Student Government to ensure that the hiring and termination of Executive Branch members are conducted through a transparent and equitable process that upholds integrity, accountability, and efficiency among Executive Branch leadership.

Section 2. Definitions. For the purposes of this executive order, the following definitions shall apply:

- (a) “Leadership Team” refers to the Student Body President, Student Body Vice President, and the Chief of Staff.
- (b) “President” refers to the Student Body President
- (c) “Vice President” refers to the Student Body Vice President.

Section 3. Hiring Procedures at Commencement of Term.

- (a) The Student Body President holds exclusive authority to hire and terminate Executive Branch members, except where otherwise specified in this order.
- (b) All open Executive Branch positions are to be advertised broadly to attract a diverse pool of applicants. Announcements shall include a detailed description of the role, required qualifications, and clear submission instructions to an application. The President and Vice President should aim to assemble an Executive Branch that represents the university’s diverse student body.
- (c) Once applications are received, the Leadership Team shall thoroughly review each application. They must evaluate candidates based on their qualifications, experience, ability to fulfill the role’s responsibilities, and commitment to attending required meetings. Based on this assessment, they shall identify candidates to be shortlisted and advance to the interview stage.
- (d) Interviews are conducted by the Leadership Team and designed to assess each candidate’s communication skills, problem-solving abilities, and vision for the role, while also providing an opportunity to learn more about the candidate. To ensure fairness and consistency, the Leadership Team shall use a standardized rubric developed by the Chief of Staff, for each candidate. The Leadership Team must also keep detailed notes throughout the interview stage to support deliberations and maintain an accurate record of each candidates’ performance.
- (e) At the conclusion of the interview process, the Leadership Team shall deliberate and identify the strongest candidate for each position. The selected candidates are then formally offered the position. If the candidate declines the offer, the Leadership Team shall choose an alternate candidate from the interview pool or

reopen the application process, depending on the availability of qualified applicants.

- (f) After the selected candidate accepts the position, the President or Chief of Staff informs the other applicants of the decision. They shall also guide those not selected toward other opportunities within IUSG, such as Executive Branch committees or positions in Congress or the Supreme Court, depending on current openings.
- (g) After the President and Vice President have selected their cabinet, all appointments must be formally documented. The President is responsible for nominating candidates for roles that require approval by the Student Body Congress.
- (h) The Leadership Team shall conduct an onboarding meeting for all newly appointed members that provides a thorough introduction to IUSG's structure, their role's scope, and detailed expectations for their position. This orientation covers key documents, including the IUSG Bylaws, Constitution, Code of Conduct, and Executive Cabinet Standing Rules, along with any additional relevant materials. Additionally, new members are granted access to essential systems, group chats and other collaborative tools necessary for communication and workflow. The onboarding process equips new members with the knowledge and resources necessary to succeed in their roles.

Section 4. *Hiring Procedures for Vacant Offices.*

- (a) When a vacancy arises or a new position is created in the Executive Branch, the Chief of Staff is responsible for initiating the hiring process. This begins with a formal announcement of the vacancy or new role. The Chief of Staff leads the hiring process unless this responsibility is delegated to another Executive Branch member.
- (b) A search committee shall be established to oversee the hiring process, ensuring fairness and impartiality. This committee is composed of the Chief of Staff or their designee, who serves as Chair, and two additional members of the Executive Branch. Whenever possible, one of these members should represent the department or office where the vacancy or new position exists.
- (c) The position is to be advertised broadly to attract a diverse pool of applicants. Announcements shall include a detailed description of the role, required qualifications, and clear submission instructions to an application.
- (d) Once applications are received, the search committee shall review them thoroughly, assessing each candidate's qualifications, experience, ability to fulfill the role's responsibilities, and commitment to attending required meetings. Based on this assessment, they shall identify candidates to be shortlisted and advance to the interview stage.
- (e) Interviews are conducted by the search committee. These interviews are designed to assess candidates' communication skills, problem-solving abilities, and vision for the role, while also providing an opportunity to learn more about the candidate. To ensure fairness and consistency, the committee shall use a standardized rubric developed by the Chief of Staff. The committee must also keep detailed notes throughout the interview stage to support deliberations and maintain an accurate record of each candidates' performance.
- (f) At the conclusion of the interview process, the committee shall deliberate and identify the strongest candidates, ranking up to the top three applicants. A formal recommendation with this ranked list shall be submitted to the President and Vice President, who may select any of the recommended candidates. If fewer than three

candidates applied, the committee may submit a shorter list. Once a candidate is selected, they shall be formally offered the position. If the candidate declines the offer, the President and Vice President shall select another candidate from the recommend list, ask the committee for an alternate candidate from the interview pool, or reopen the application process, depending on the needs of the role and the availability of qualified applicants.

- (g) After the selected candidate accepts the position, the Chief of Staff shall inform the other applicants of the decision. They shall also guide those not selected toward other opportunities within IUSG, such as Executive Branch committees or positions in Congress or the Supreme Court, depending on the time of year and current openings.
- (h) The Chief of Staff shall conduct an onboarding meeting for newly appointed members that provides a thorough introduction to IUSG's structure, their role's scope, and detailed expectations for their position. This orientation covers key documents, including the IUSG Bylaws, Constitution, Code of Conduct, and Executive Cabinet Standing Rules, along with any additional relevant materials. Additionally, new members are granted access to essential systems, group chats and other collaborative tools necessary for communication and workflow. The onboarding process equips new members with the knowledge and resources necessary to succeed in their roles.

Section 5. *Internal Hiring and Streamlined Procedures.*

- (a) When a vacancy arises or a new position is created in the Executive Branch, and a qualified candidate is already serving in Cabinet, a simplified internal hiring process may be implemented to ensure efficiency and continuity.
- (b) The Chief of Staff, in collaboration with the President and Vice President, must approve the decision to bypass the formal hiring procedures. Internal hiring is permissible if the candidate has demonstrated qualifications, skills, and experience that align with the role's responsibilities. This process may still include an interview to ensure the candidate's fit for the position.
- (c) While a formal onboarding meeting is not required, the Chief of Staff must ensure the candidate is fully briefed on the responsibilities and expectations of their new role.

Section 6. *Termination Procedures.*

- (a) An Executive Branch member may be terminated if their actions or inactions undermine the responsibilities, integrity, or effectiveness of IUSG. Grounds for termination include but are not limited to, repeated unexcused absences from required meetings, failure to fulfill assigned duties, violations of the IUSG Bylaws, Constitution, Code of Conduct, Executive Cabinet Standing Rules, or university codes of conduct, as well as the unauthorized disclosure of confidential information.
- (b) Before initiating a membership review, the member must have received a written warning addressing the specific issue(s). For attendance-related concerns, the Executive Secretary shall issue a warning and document the unexcused absences. For all other issues, the Leadership Team shall provide a warning, detailing the concerns and outlining the steps required for resolution. These warnings are designed to give members the opportunity to proactively address the issue and engage in a constructive dialogue about how to move forward. However, in cases of

violent misconduct, severe breaches of confidentiality, or significant violations of governing documents, this process may be bypassed, allowing for immediate action by the Leadership Team.

- (c) If the issue(s) persist after a warning has been issued, the Leadership Team shall initiate a membership review. The process begins with written communication informing the member that a membership review has been initiated, followed by a meeting between the member and the Leadership Team to discuss any specific concerns. During the meeting, the Leadership Team must clarify the expectations for the role and provide the member an opportunity to share their perspective and address any challenges they may be facing.
- (d) If deemed appropriate, the Leadership Team may develop an action plan to address the identified issue(s). This plan should outline clear steps and timelines for improvement to ensure the member understands what is expected moving forward.
- (e) If the member fails to meet the goals outlined in the action plan or if the issues persist, the Leadership Team, in consultation with an advisor, if necessary, shall deliberate and make a final decision regarding termination. If termination is deemed appropriate, the decision is communicated to the member in writing, including the reasons for termination and the effective date. To ensure a secure transition, the member's access to IUSG systems and resources is immediately revoked.
- (f) To minimize disruption to the Executive Branch, transition plans are implemented by the Leadership Team to redistribute the member's responsibilities. If necessary, an interim member may be appointed temporarily to fulfill critical duties and maintain continuity in operations.

Section 7. General Provisions.

- (a) Nothing in this order shall be construed to impair or otherwise affect the authority granted by law to an executive department or agency, or the head thereof, or that of any IUSG entity.
- (b) This order shall be implemented in a manner consistent with applicable law and subject to the availability of appropriations.
- (c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against Indiana University, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Section 8. Effective Date. This order is effective immediately upon signature.



Cooper Tinsley
Student Body President
Indiana University Student Government

6 April 2025