

Hiring Policy of the Carleton Academic Student Government

1.0 Definitions

1.1 The Carleton University Chronicle, hereby referred to as 'The Chronicle', is an online publication that serves to provide students with information on the daily workings of Carleton, either from the administration, the faculty, or its student organizations.

1.2 The Carleton Academic Student Government, hereby referred to as the 'CASG', is the entity in charge of ensuring The Chronicle is properly produced and distributed

1.3 The Vice President Operations of the CASG, hereby referred to as the VP Operations, is the singular person responsible for the general administration of The Chronicle.

1.4 No part of this policy should be construed as a limit to the ability of the CASG to modify, create, or remove positions in order to better serve the needs of the organization.

2.0 Hiring board

2.1 Each year a new hiring board will be struck and tasked with the responsibility of hiring Carleton students to fill the following positions: one (1) Editor-in-chief, one (1) Media Producer, one (1) Graphic Designer, one (1) Web Coordinator, one (1) Academic Issues Coordinator, and one (1) Academic Campaigns Coordinator.

2.2 If an express motion is not adopted to strike this hiring board, it shall automatically be struck on the first day of October of each year.

2.3 Membership of the hiring board shall consist of the following:

2.31 Vice President Operations of the CASG

2.32 Two (2) members from the CASG council

2.33 One (1) executive member of the CASG

2.34 One (1) registered undergraduate student at Carleton University who may or may not be a member of CASG council

2.4 Quorum for the hiring board shall be three (3) members.

3.0 Eligibility

3.1 Public notice must be given for at least two (2) weeks before any positions are filled, preferably through e-mails to council, postering, class talks, and publication on the website.

3.2 All individuals who fill positions must be upon hiring and remain Carleton students for the duration of their contract.

3.3 Preference will be first given to Carleton students who apply to these positions through the Work Study program. In these instances, the President of the CASG is

tasked with consulting with the rest of the hiring board (if applicable), before hiring the student to this position.

3.4 The CASG is an inclusive organization that values diversity and as such strives to find the most qualified candidates regardless of gender, age, race, ethnicity, or sexual orientation.

4.0 Positions

4.1 The Editor in Chief of The Chronicle is tasked with ensuring each issue is released in a timely fashion, meeting any and all deadlines, managing incoming information and personnel, as well as providing a high standard of quality in each issue produced.

4.1.1 The Editor in Chief shall receive an honorarium that is to be determined by the CASG before finalizing their contract.

4.2 The Media Producer is to find and create media that enhances the informative nature of each story within an issue; this may be accomplished through photography, videography, voice recordings, or any other medium required.

4.2.1 The Media Producer shall receive an honorarium that is to be determined by the CASG before finalizing their contract.

4.3 The Content Designer is to design and maintain advertisements, posters, pictures, etc. in such a way that it is appealing and informative to Carleton students.

4.3.1 The Content Designer shall receive an honorarium that is to be determined by the CASG before finalizing their contract.

4.4 The Web Coordinator is responsible for maintaining the appearance and status of all CASG web domains. In addition, it is expected that the Web Coordinator will be prompt in responding to requests by the CASG in posting new content, while also working towards the larger goal of an accessible and appealing website.

4.4.1 The Web Coordinator shall receive an honorarium that is to be determined by the CASG before finalizing their contract.

4.5 The Academic Issues Coordinator will work closely with the Vice President Academic of the CASG in order to ensure that individual requests for academic review are properly handled. This may mean meeting with students and faculty, advocating for corrective measures, and guiding students through the academic appeals process.

4.5.1 The Academic Issues Coordinator shall receive an honorarium that is to be determined by the CASG before finalizing their contract.

4.6 The Academic Campaigns Coordinator will work closely with the Vice President Academic of the CASG in order to effectively promote and plan large-scale awareness and advocacy campaigns for academic reform at Carleton University. This includes but is not limited to conducting interview, focus groups, policy forums, as well as liaising with University Administration in order to better serve students' academic needs.

4.6.1 The Academic Campaigns Coordinator shall receive an honorarium that is to be determined by the CASG before finalizing their contract.

5.0 Terms

5.1 The terms of the Editor in Chief, Media Producer, Content Designer, Web Coordinator, Academic Issues Coordinator, and the Academic Campaigns Coordinator shall extend from a period of no more than one (1) year from the date of hire, concluding at or before the final day of August of each year.

5.2 Should an individual not fulfill his or her obligations, or must resign their position, the hiring board shall reconvene to fill the empty position so long as there has been one (1) week of public notice for the position.

5.3 All employees are expected to uphold their duties and perform to the best of their abilities. Should they fail to do this, by majority vote of the executive committee, employees may be found in violation of their contract and immediately forfeit any benefits they receive, including pay, for their job.