

PASSED AS AMENDED 2/17/26

UNIVERSITY OF MAINE STUDENT GOVERNMENT, INC.
GENERAL STUDENT SENATE RESOLUTION
“CLARIFICATION AND MODERNIZATION OF THE HIRING POLICIES ACT”

Date: 02-11-2026

Resolution #: 47S-POL-24-02-17-2026

AN ACT TO: Adopt the following policy revisions to the recently reformatted **UMSG Hiring and Employment Policies** to streamline and update the student employee hiring process.

WHEREAS, the Hiring and Employment Policies of the University of Maine Student Government are essential for ensuring fairness, transparency, and institutional continuity in the hiring of student employees, while also maintaining compliance with UMSG’s obligations as a 501(c)(3) nonprofit organization; and

WHEREAS, the existing Hiring Policy has become difficult to interpret and apply due to outdated language, internal inconsistencies, and deviations from established practice, creating confusion for hiring committees, candidates, and student leadership alike; and

WHEREAS, recent hiring cycles have demonstrated the need for clearer delineation of roles and responsibilities among Hiring Committees, the UMSG President, and the General Student Senate, particularly with respect to decision-making authority, documentation, and confirmation; and

WHEREAS, explicitly recognizing the UMSG President as the principal hiring officer aligns the policy with current operational realities while preserving the Senate’s role as final arbiter on all matters through advice and confirmation; and

WHEREAS, establishing clear procedures for reappointments and irregular vacancies provides continuity in student operations while maintaining transparency and Senate involvement in exceptional circumstances; and

WHEREAS, the hiring process requires a substantial investment of time and effort from student leaders and hiring committees, often within limited academic and employment windows, and excessive procedural rigidity can hinder the timely filling of essential positions; and

WHEREAS, allowing for a more flexible and efficient hiring or appointment process in irregular circumstances aligns with existing institutional practices, including the President’s authority to appoint with GSS confirmation a new Vice President should the position fall vacant, and is consistent with historical precedent, such as the appointment of then-Senator Chaplin to Vice President for Student Leadership by President Bray in Spring 2023; and

WHEREAS, these policy updates are intended not to centralize power, but to standardize process, reduce ambiguity, and ensure that hiring decisions are made efficiently, fairly,

and in the best interest of the undergraduate student body. Each clarification of authority is accompanied by a clarification of GSS check-and-balance.

RESOLVED, Article VI, Section 1, shall be amended to read as follows:

- A. It shall be the purpose of this section to guide the University of Maine Student Government in choosing new employees for student positions that fall vacant in a fair and efficient manner.
- B. No person shall be hired to a position with UMSG who has not been subjected to the ~~process written here.~~ **Hiring Process outlined in this Article.**
- C. This document derives its legitimacy from the Standing Rules of the University of Maine General Student Senate. ~~which itself derives its legitimacy from the will of the University of Maine Undergraduate Student Body.~~
- ~~D. This document shall be amendable by the General Student Senate by motion thereto with no previous notification and with no other special restrictions."~~
- D. **The UMSG President shall be considered the principal hiring officer. The President is responsible for drafting and presenting a hiring timeline to the GSS, as well as a list of positions being hired and reappointed before the process begins.**

RESOLVED, Article VI, Section 2: Advertisement & Applications, shall be amended to read as follows:

"Section 2: Advertisement & Applications

- A. **When a position is to be regularly hired** ~~when a position in UMSG falls vacant,~~ the Director of Communications shall advertise the position in a clear and reasonable manner to the constituency for which that position is available.
- B. The deadline for applications shall be no less than one (1) week after the advertisement is posted.
- C. Applications to the position, in whatever form they may take, shall be submitted to the **UMSG President and Executive Administrative Assistant (EAA).**
- D. ~~No member of the Hiring Committee shall review submitted applications in any way or form before the deadline passes and the Hiring Committee has convened for the purpose of reviewing applications."~~ **Members of the Hiring Committee may review submitted applications once provided to them by the UMSG President or EAA.**

RESOLVED, Article VI, Section 3: Hiring Committees, shall be amended to read as follows:

"Section 3: Hiring Committees

- A. It shall be the purpose of the Hiring Committee to fairly and efficiently choose the best candidate for the position.
- B. The Hiring Committee shall be composed of not fewer than two (2) and not more than ~~three (3)~~ **five (5)** members, and of these members, at least one (1) must be a non-student employee of UMSG.
- C. The Hiring Committee may be composed of specific employees of UMSG, depending on the position **being hired**. Hiring Committees must comply with the following stipulations:

- a. The Executive Administrative Assistant shall be a member of the VPSO, DOC, and Senate Clerk hiring committees.
- b. The AVPFA shall be a member of the VPFA and VPSE hiring committees.
- ~~D. In the event that any position listed to be on the Hiring Committee in Subsection C, part (a) and (b) are vacant, those particular positions shall not be required to be a part of the Hiring Committee.~~
- ~~E. Having met these criteria, the remaining membership of the Hiring Committee shall be determined on a volunteer basis among Executives and non-student employees of UMSG. If there are fewer than two (2) or more than five (5) valid and willing individuals, then the President of UMSG shall appoint members to the Hiring Committee at their discretion, and this decision shall be final. In that case, the President may not appoint themselves to the Hiring Committee.~~
- D. In the event that either of the positions listed to be on the Hiring Committee in Subsection C, part (a) and (b) is vacant, the requirement does not apply.**
- E. Having met these criteria, the remaining members of the Hiring Committee shall be selected on a volunteer basis from among Executives and non-student employees of UMSG.**
- F. If fewer than two (2) or more than five (5) qualified individuals volunteer, the UMSG President shall appoint members to the Hiring Committee at their discretion, and that decision shall be final. The President may not appoint themselves. ~~to the Hiring Committee.~~**
- G. Should a potential conflict of interest arise, the affected Committee Member must notify the UMSG President as soon as possible. At the UMSG President's discretion, the committee member may be removed or replaced.**
- H. The UMSG President shall determine the chair of each Hiring Committee. The chair shall be responsible for leading interviews, compiling notes, and delivering the committee's recommendation and vote tally to the UMSG President and EAA.**

RESOLVED, Article VI, Section 4: First Screening, shall be amended to read as follows:

Section 4: First Screening [Regular Hiring and Application Process]

- ~~A. After the deadline for applications to the position has passed, the Hiring Committee shall convene to screen applications. This meeting or series of meetings shall hereafter be called the "First Screening."~~
- ~~B. During the First Screening, the Hiring Committee shall consider all valid applications to the position. Names and all other identifying information shall be removed from the application by the employee to whom applications were submitted pursuant to Part Section II, Paragraph A. Student members of the Hiring Committee shall not see any of this identifying information during the First Screening.~~

- ~~C. The first Screening shall conclude when the Hiring Committee has removed all applications that it does not wish to consider further. All other applications shall move on to the Interview Process.~~
- A. The logistics of hiring shall be determined by the UMSG President, provided they are consistent with this document.**
- B. Either the EAA or the UMSG President shall handle availability polling of committee members and candidates, as well as interview scheduling.**
- C. Either the EAA or the UMSG President shall maintain consistent communication and information sharing with candidates throughout the process.**
- D. Once the application deadline has passed, the UMSG President and EAA shall review the application materials. Qualified candidates who have submitted all required materials shall proceed. Unqualified candidates shall be informed as to the reason why their application is invalid/incomplete.**
- E. Once materials are reviewed, the UMSG President and EAA shall compile the application materials and interview questions for each committee.**
- F. Once the application materials are compiled, the Hiring Committees, as determined by the UMSG President, shall be convened by their chairs and interview candidates as outlined in *Subsection 5* of this article.**
- G. Once the Interview Process is complete, the hiring committee and UMSG President shall follow the Decision and Notification process as outlined in *Subsection 6* of this Article.**

RESOLVED, Article VI, Section 5: Interview Process, shall read as follows:

Section 5: Interview Process

- A. All applicants whose applications were not removed during the First Screening meet all necessary qualifications shall be eligible for an interview.**
- ~~B. The Hiring Committee shall contact all Screened Applicants and conduct an interview with them. The interviews shall consist of a list of questions that the Hiring Committee deems appropriate to ask, and the questions may vary from one interview to another. Every Screened Applicant must be interviewed.~~
- ~~C. The interviews with each screened applicant shall conclude when the Hiring Committee has asked all of the questions it deems necessary and has obtained sufficient information regarding the applicant and their qualifications."~~
- B. Interviews shall be scheduled by either the UMSG President or EAA, and the Hiring Committee shall be made aware of interviews as dates and times are decided.**
- C. Interviews shall consist of a list of questions decided upon prior to the start of interviews. These questions should be written by the UMSG President,**

with input from the Hiring Committee Chairs. Interviewers should strive to remain consistent in the questions they ask across candidates.

- D. Each interview shall conclude when the Hiring Committee has asked all the questions, and any additional questions the candidate may ask have been answered.
- E. Once the Interview Process is complete, the hiring committee and UMSG President shall follow the Decision and Notification process as outlined in *Subsection 6* of this Article.

RESOLVED, Article VI, Section 6: Decision & Notification, shall be amended to read as follows:

Section 6: Decision, **GSS Confirmation**, & Notification

- A. The Hiring Committee shall convene at least ~~once more post-completion of interviews to discuss who shall be hired for the position.~~ **one final time to discuss who shall be recommended to the UMSG President for hire.**
- B. ~~Once the Hiring Committee reaches a decision, the Hiring Committee shall dissolve, and the UMSG President shall notify all Screened Applicants of the outcome of their application.~~ **Upon reaching a final decision, the Hiring Committee Chair shall report the recommended candidate's name and the vote tally to the UMSG President. The Chair shall also submit all interview notes and a written explanation outlining how and why the Committee reached its decision. Upon submission of this recommendation, the Committee shall dissolve.**
- C. If no applicant is deemed qualified for the position, the Hiring Committee may deny all applications and restart the Hiring Process.
- D. ~~If the selected candidate denies the position, the Hiring Committee shall meet again to hire a different applicant for the position.~~ **The UMSG President shall consider the recommendations of the hiring committees and serve as the final arbiter in determining who is recommended to the General Student Senate. All recommendations from the UMSG President must be accompanied by a résumé, a cover letter, and, if applicable, the committee recommendation tally.**
- E. The General Student Senate shall serve as the final arbiter of the hiring process and reserves the right to confirm or reject, by simple majority vote, any recommendation made by the UMSG President or a Hiring Committee. Should a recommendation be rejected, the UMSG President must present another qualified candidate at the next regular meeting for consideration.
 - a. Upon confirmation of a candidate, all applicants shall be informed of the outcome of their application.

- b. In the event that the candidate ultimately rejects the position, the UMSG President must present another qualified candidate at the next regular meeting of the GSS.

RESOLVED, Subsection 7 shall be added to Article VI and read as follows:

[Section 7: Reappointments]

- A. The UMSG President shall have the authority to bypass the standard hiring process when the individual currently holding a position is eligible and willing to continue serving. This determination shall rest with the UMSG President and should be made on the basis of their job performance to date; however, the decision must be disclosed to the General Student Senate, which reserves the right to discuss the issue in executive session with the relevant officer excused.

RESOLVED, Subsection 8 shall be added to Article VI and read as follows:

[Section 8: Irregular Vacancy Process]

- A. Should a position become vacant outside of the regular annual hiring process due to resignation or termination, the UMSG President shall either convene a Hiring Committee in accordance with Article VI, Section 3 of this document, or put forward a qualified candidate directly to the General Student Senate. This plan should be made clear to the Senate, and any such appointment shall be subject to the advice and confirmation of the General Student Senate and must be accompanied by a resume and cover letter.

RESOLVED, should this resolution pass, an additional partner resolution shall be submitted to the GSS by 2/3/2026, addressing concerns about the dissolution of hiring committees and the number of interviews conducted during the hiring process.

AUTHOR: President Tripp
COMMITTEE: Policy and Procedure
RECOMMENDATION: [4-0-0] OTP

SENATE VOTE: [TWO-THIRDS VOTE NEEDED TO PASS THE SENATE]

SIGNATURE:



President, University of Maine General Student Senate

SIGNATURE:



President, University of Maine Student Government, Inc.