The California Aggie's Editor-in-Chief Selection and Dismissal Procedures

I.   Operating Procedures of the Board
    A.   Personnel: Hiring or Dismissing the Media Manager of The California Aggie
        1.   Application Process
            a)   By the first week of Winter Quarter, The Aggie's current EIC will create an open position on ASUCD Vacancy for the position of EIC for the following academic year. The position will be advertised in the print and/or online edition of The Aggie and a link to the application will be provided to every member of The Aggie's staff.
            b)   The application deadline will be no later than the end of the fourth week of Winter Quarter.
                (1)   If the EIC Hiring Committee determines by a unanimous vote that there was an insufficient pool of candidates, it can reopen the application for one additional week at a time to solicit more candidates.
            c)   The name and contact information of the chair of the EIC Hiring Committee will be provided to ASUCD HQ. Once the applications are compiled by ASUCD staff, ASUCD HQ will send the applications to the chair of the EIC Hiring Committee.
            d)   All applicants will be provided a copy of The California Aggie Staff Manual.
        2.   Qualifications
            a)   To be seriously considered for the position of EIC, a candidate should have a demonstrated commitment to journalism and journalistic ethics. This can be satisfied in at least one of three ways:
                (1)   Having been employed at The Aggie during any academic year prior to the current year's hiring process, or
                (2)   Having worked at a student newspaper at a community college or other institution of higher education, or
                (3)   Having worked at a professional news organization.
            b)   The candidate should have a strong working knowledge of standard journalistic procedures, such as:
                (1)   Standard journalistic ethics
                (2)   AP Style
                (3)   Layout and design
                (4)   Understanding the distinction between reporting and opinion writing
            c)   The candidate should have a demonstrated knowledge of The Aggie's content. This includes:

              (1) Familiarity with The Aggie's policies and the paper's production cycle

              (2) Familiarity with The Aggie's staff structure and hiring procedures

              (3) Familiarity with The Aggie's content across all desks, including the Design and Layout departments.

    d) The candidate should have a working knowledge of the UC Davis and city of Davis communities, especially campus administrators and city officials. An effective EIC should be able to communicate effectively and often with the communities on which The Aggie reports.

    e) The candidate should be comfortable working with financial and logistical matters, especially budgeting, advertising, workflow and paper distribution.

    f) Basic knowledge of WordPress and web design is an important, but not absolutely necessary, qualification.

    g) Additional qualifications to include on the application can be determined at the time of posting the application.

3. EIC Hiring Committee

    a) The EIC Hiring Committee will be composed of the members of The Aggie's Editorial Board. No fewer than five members of the Editorial Board will sit on the committee. The Hiring Committee shall additionally include one student representative from Media Board, who will serve on the EIC Hiring Committee in an advisory capacity.

              (1) No member of the Editorial Board who has applied for the position of EIC during the current round of hiring will be allowed to be a member of the EIC Hiring Committee.

    b) In the case that less than five members are slated to sit on the committee (if, for example, a number of editors have applied for the position), additional members will be selected from either the Copy Chiefs or the sitting Assistant Editor pool.

              (1) Again, no person who has applied for the position of EIC for the current hiring round is eligible to sit on the EIC Hiring Committee.

    c) The current EIC will be the chair of the committee.

              (1) If the current EIC has applied for the position again and is thus not on the committee, the committee member with the highest position on the masthead will be the chair.

    d) As employees of The Aggie, all members of the EIC Hiring Committee will have completed the Managing Implicit Bias series offered through the UC Learning Management System

4. Hiring Process

a) The Aggie will not discriminate against any candidate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, age, medical condition (cancer related or genetic characteristics), ancestry, marital status, citizenship, sexual orientation, or service in the uniformed services (includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services), status as a Vietnam-era veteran or special disabled veteran, per the Harassment & Discrimination Assistance and Prevention Program (HDAPP) non-discrimination statement. The Aggie will endeavour to encourage any candidate interested in applying to apply.

   (1) If a candidate feels that they may have been discriminated against, they are encouraged to contact HDAPP to achieve a just resolution.

b) The Aggie will interview a minimum of ⅔ of the candidates who apply to the position of EIC, consistent with the ASUCD Bylaws.

c) No elected or appointed member of any branch of the ASUCD government (Executive, Legislative or Judicial) shall have a role in the EIC selection process, except those ASUCD officials appointed as members of Media Board. This is to maintain the needed separation between a free press and the government on which it regularly reports. ASUCD can continue to provide logistical support to The Aggie since it is a unit of ASUCD.

d) Each candidate will go through several rounds of interviews, including but not limited to:

   (1) An initial interview with the entire EIC Hiring Committee,

   (2) An interview with the sitting Opinion Editor or, if the Opinion Editor is a candidate, the Assistant Opinion Editor, and

       (a) If the Assistant Opinion Editor is a candidate for the position, the interview will be with an opinion columnist of the EIC Hiring Committee's choosing.

   (3) An interview with The Aggie's Business and Advertising Manager and Media Board.

   (4) The candidate interviews with the Business Manager and Media Board will be considered advisory to the EIC Hiring Committee. They will have no vote in the selection process but will provide a ranked list of candidates in order of preference.

e) After the completion of all rounds of interviews, the EIC Hiring Committee will assemble a list of qualified candidates who have been vetted by previous rounds of interviews. Candidates on this list must

attend a town hall meeting with the entirety of The Aggie's staff or they will be disqualified. The EIC Hiring Committee will invite professors who regularly teach journalism or copy editing classes at UC Davis and alumni of The Aggie to attend as well.

    (1) One or more members of the EIC Hiring Committee will moderate the town hall meeting.

    (2) Each candidate will be given 10 minutes to present their platform and those with voice at the meeting will be given 20 minutes to ask questions of candidates.

        (a) All current Aggie staff, instructors of the university and Aggie alumni will be afforded voice and can provide written feedback if they choose to.

        (b) Feedback will be collected at the town hall meeting to provide a recommendation to the EIC Hiring Committee of who to choose for the EIC position.

        (c) Staff will be classified into two categories: Senior Staff and Junior Staff. Senior Staff is defined as any current member of staff who holds a paid position or has worked at The Aggie since Fall Quarter of the current academic year or before. The EIC Hiring Committee will compile the roster of Senior Staff. Any current staff member who is not qualified as a Senior Staff member is considered a Junior Staff member.

        (d) A recommendation form for each candidate will be provided to every Senior Staff member. Each Senior Staff member will complete these forms anonymously. The feedback will be compiled by the EIC Hiring Committee and used to guide its decision.

            (i) The recommendation form will include three options: recommend for hiring, do not recommend for hiring and recommend for hiring with reservation.

            (ii) For each candidate, respondents will have to provide a brief written explanation of the choice they have selected.

        (e) This feedback will advise the EIC Hiring Committee in choosing its final candidate for the position of EIC. The EIC Hiring Committee may conduct follow-up interviews at its discretion based on the feedback provided.

  f) Taking into consideration all previous interviews, the town hall meeting and the staff recommendation taken at the town hall meeting, the EIC Hiring Committee will create a list of candidates, ranked in order of

preference. This list should receive a unanimous vote of approval by the committee's members.

    (1) If a unanimous decision cannot be made, only a supermajority shall be required to finalize the candidate preference list, but every endeavour shall be made to obtain a unanimous vote.

    (2) After a candidate has been selected, the chair of the EIC Hiring Committee will meet with the chair of the Media Board to ensure that university policies and practices and state and federal law were followed during the hiring process before the candidate is given a formal offer.

    (3) The selected candidate will then receive a formal offer for the position of EIC and shall have 72 hours to respond to the offer. If they do not accept the offer within that time frame, the EIC Hiring Committee will offer the position to the next choice candidate. If there is no other candidate qualified for the position, the committee will reopen the EIC application.

5. Dismissal of an EIC

    a) If for any reason the EIC position becomes vacant during an EIC's term, the managing editor will become the EIC and a new managing editor will be hired.

        (1) If for some reason the managing editor does not want to become the EIC, they will assume the role only temporarily until the position can be filled.

    b) Vote of no confidence: If at any time The Aggie's Editorial Board no longer has confidence in the EIC and identifies that the EIC is not fulfilling their duties as listed in the EIC job description, it may conduct a vote of no confidence after having completed an internal feedback review process.

        (1) If the Editorial Board decides to introduce the process for a vote of no confidence, the managing editor shall convey this to Media Board and ASUCD Personnel. A meeting will be scheduled with the Media Board chair and the ASUCD Business Manager to discuss firing procedures and the identified issues to ensure all university policies and practices and state and federal laws are being followed. After this meeting, the vote of no confidence will be held.

            (a) If Media Board identifies that the EIC is not fulfilling their role as defined in the job description, it may approach the managing editor with grievances and request a vote of no confidence.

                (i) The managing editor and the business development manager, who is an ex-officio

member of Media Board, will discuss the grievances raised and ascertain whether the managing editor will propose a vote of no confidence to the Editorial Board.

(ii)   If the managing editor decides to move forward with a vote of no confidence, a meeting may be scheduled for Media Board to share the aforementioned grievances with the Editorial Board.

(b) After these meetings, the EIC will be notified by the managing editor and the vote of no confidence will be held.

(2) If two-thirds of the Editorial Board indicates that they have no confidence in the EIC, the EIC will be removed.

(3) The Editorial Board, in consultation with Media Board, holds the power to dismiss the EIC.