

Student Staff Conditions of Appointment 2023-2024

University of Delaware Residence Life & Housing

Edited November 1, 2022

As members of the Residence Life & Housing staff, Resident Assistants and Graduate Assistants are expected to present themselves in a way that is congruent with the mission, values and philosophies espoused by the department. These conditions of appointment serve to guide the staff member and should not be seen as an exhaustive list. Staff members must display a commitment to resident student success, which includes out-of-classroom learning and engagement in the multitude of learning opportunities a residential campus provides. Staff members should exercise good judgment and adhere to the highest standards of professional ethics while serving as members of the Residence Life & Housing staff.

Unless otherwise specified, these Conditions of Appointment apply to all Graduate Assistants and Resident Assistants, including those with additional roles, such as Senior Resident Assistants and Office Managers.

1. The student staff appointment period is for one full academic year (August reporting time through May Commencement). The appointment period includes Winter Session, during which Resident Assistants are expected to be on campus unless they have a specific pre-approved academic commitment elsewhere (i.e., Study Abroad).
2. Appointment is not automatically renewed. Student staff members must request and be granted renewal each year. Appointment renewal may be denied for reasons including, but not limited to, lack of satisfactory job performance, failure to fulfill job responsibilities, and/or renewal requests that compromise other conditions of appointment, such as student teaching, intensive internships, or half-year reappointments. See 15.e for additional information.
3. Student staff members will be evaluated on the performance in their position. This evaluation is based on a number of factors including, but not limited to, self-assessment, resident student feedback, peer feedback, and supervisor observation.
4. Resident Assistants are required to participate in all staff team development and training sessions. This includes summer, mid-year, ongoing training sessions, staff meetings, retreats and other development and training activities. Due to the fact that summer training sessions are not reproducible, staff members must attend all sessions and may not miss nor be excused from training sessions due to curricular commitments such as research programs or co-curricular involvement such as sports practice, band practice, etc. Please note that some retreats, meetings and training sessions will occur at night or on weekends. If the University of Delaware second summer session overlaps with Resident Assistant August training, participating Resident Assistants are expected to adjust academic plans in order to attend each day of training unless preapproved.
5. Resident Assistants are required to complete asynchronous online training modules during the summer prior to their academic year of employment.
6. Because student staff members serve as resource referrals for various offices and opportunities on campus, they may occasionally be required to attend workshops, programs, or other opportunities hosted by a campus partner office or outside expert in order to increase the student staff member's own expertise and serve as a better resource for their residents.

7. Student staff members encounter sensitive and confidential student information. This information includes, but is not limited to, areas such as interpersonal relationships, mental health concerns, personal history and background, and policy infractions. Information about residents not expressly defined as public information by the University of Delaware cannot be shared with any party outside of Residence Life & Housing, Division of Student Life, and UDPD administrative chain of authority unless authorized by Residence Life & Housing exempt staff. Resident Assistants are not permitted to engage in public comments that demean or besmirch students under their scope of responsibility.
8. Student staff members should understand that they can be viewed as representatives of Residence Life & Housing and the University of Delaware at all times, yet they are not authorized to speak on behalf of the University or the Office in an official capacity. It is expected that student staff members do not use their position title when expressing views on any aspect of the University of Delaware to the media or in any written or online mediums.
9. Student staff members are certainly allowed and encouraged to professionally express disagreement to their supervisors when personal values, mission, and philosophies are not congruent with the Residence Life & Housing and the University of Delaware. Discussion of this sort is considered beneficial and will be valued and appreciated. If student staff members ever feel that their concerns are not received appropriately, they should escalate these concerns to the Director of Residence Life & Housing.
10. Resident Assistants are required, during their first fall semester on contract, to register for and successfully complete UNIV 320, "Contemporary Issues for Resident Assistants." Students hired outside of the traditional selection process will still need to fulfill the UNIV 320 obligation during the first semester the course is offered from the beginning of their contract. Resident Assistants must receive a C- in the course to continue in the position and may not take the course as pass/fail.
11. Any student staff member who resigns or is terminated during the contract period must vacate the staff room/apartment within 72 hours of their appointment separation, unless otherwise arranged with the supervisor. Upon separation, Resident Assistants remain bound by the full academic year Housing Contract.
12. On the rare occasion that a student staff member requires an absence from position duties for five consecutive days or more, a request for leave form must be approved by the supervisor and submitted to the appropriate payroll staff to stop pay for the appropriate period.
13. Resident Assistant positions are only open to students enrolled in the undergraduate colleges of the University of Delaware; Graduate Assistant positions are only open to students enrolled in graduate programs. All staff members must be fully matriculated in a degree granting program. Once degree requirements are met, eligibility for staff positions is discontinued. Continuing Education students are not eligible for appointment.
14. Loss of full-time matriculated student status for any reason will result in the loss of the Residence Life & Housing position.
15. The demands placed on staff members by their academic and Residence Life & Housing responsibilities make the following limitations necessary:
 - a. Staff members must maintain and successfully complete a full-time credit load (12-17 credits for undergraduates, 6-12 credits for graduate students) unless an exception is supported by the Office of Disability Support Services. Pass/fail, dropped, and audited courses do not count toward the minimum credit requirement for full-time enrollment at any level. Enrollment in Winter Session classes is not required although staff are expected to be on campus fulfilling job responsibilities unless permission to be absent has been granted.

- b. Undergraduate staff members must maintain a 2.2 semester and cumulative GPA or higher, and graduate staff members must maintain a 3.0 cumulative GPA or higher. Failure to do so will result in probation or termination of appointment. Appointment of any undergraduate staff member who receives a semester GPA of 1.0 or less will be terminated.
 - c. Undergraduate staff members may work outside of Residence Life & Housing only with the advance approval from the Residence Hall Coordinator, in consultation with the appropriate Assistant Director of Residence Life & Housing. If approval is granted, the staff member may work a maximum of ten hours per week outside of the Resident Assistant position.
 - d. Major academic and co-curricular commitments beyond class work must be limited and undertaken only with prior approval of the Residence Hall Coordinator, in consultation with the appropriate Assistant Director of Residence Life & Housing. This includes but is not limited to internships, sports teams, outside employment, leadership positions in organizations and multiple evening classes. Members of sports teams that travel extensively may not be Resident Assistants. Members of teams or organizations whose practice schedules conflict with summer staff training must be able to attend all training sessions as stated above.
 - e. Undergraduate staff members are not allowed to student teach or engage in cooperative educational activities (Co-ops). Residence Life & Housing may consult with the appropriate department for staff members who will be involved in clinical experiences associated with the Nursing, Medical Technology, Physical Therapy and any other similar programs before permission will be granted to hold a student staff position while undertaking such endeavors. Additional conditions of appointment may apply if permissions are granted.
16. Staff member personal cellphone numbers will be collected and may be used as a point of contact by supervisors for emergency situations.
 17. Staff members must adhere to all University policies. A staff member will be terminated if they violate University policies while under contract unless an exception is authorized by the appropriate Assistant Director and Director of Residence Life & Housing. Please note that exceptions to this policy are extremely rare. Staff members are not permitted to attend social functions on or off campus involving illegal drugs or where there is underage drinking.
 18. The University of Delaware is an educational institution. Therefore, the expression of a variety of viewpoints is encouraged. However, Residence Life & Housing staff members should refrain from using their position to promote a particular religious doctrine or partisan political viewpoint.
 19. Resident Assistants are required to purchase a meal plan (except Resident Assistants living in apartment-style housing). This includes Winter Session, when a special, discounted plan is offered to RAs for the winter session only. Arrangements for the purchase of meal plans should be made directly with Dining Services.
 20. Resident Assistants must perform administrative duties that require personal keys to the keytainer and other office spaces. RAs will be issued these keys and are financially liable for up to \$250 if lost.
 21. Actual or perceived conflicts of interest may arise when an amorous or romantic relationship exists between Residence Life & Housing supervisors, fellow staff members, and employees or between Residence Life & Housing staff members and building residents. An amorous relationship exists when two persons have a sexual union or engage in a romantic partnering. A Residence Life & Housing staff member who enters into an amorous relationship with an employee or resident, where a professional power differential exists, places oneself as well as the University of Delaware in a difficult position. In situations where a conflict or the appearance of a conflict of interest arises, Residence Life & Housing will take whatever action it

deems appropriate (including reassignment) to minimize such conflicts.

Additional Resident Assistant Promotional Position Conditions of Appointment:

1. Resident Assistants who are promoted to staff leadership positions must maintain a minimum 2.5 semester and cumulative GPA. Failure to do so will result in probation, rescinded position, or potential termination of appointment. Promotional positions have additional restrictions on outside employment.

Additional Graduate Assistant Conditions of Employment:

1. In accordance with the Office of Graduate Studies' contractual responsibilities of funded graduate students, the following stipulations apply to Graduate Assistants.
 - a. Student Status - All funded students must maintain a full-time matriculated status in a degree seeking University of Delaware Master's or Doctoral program, and good academic standing each semester to be eligible for continuation of an award in the next semester. Graduate Assistants are required to fulfill the requirements of their positions up to and including the last day of their contract, generally three days after the end of the spring semester. Failure to provide these services may, at the discretion of the University, result in terminating the student's award.
 - b. Withdrawal - If a student withdraws from the program after the free drop/add period, the student is responsible for paying the tuition for that semester to the University, and the University's responsibility for the tuition portion of the contract that semester is negated. In addition, the student's eligibility for the stipend portion of the contract will terminate at the time of withdrawal.
 - c. Employment Restrictions - Students may not hold employment within or outside the University during the fall and spring semesters. Graduate Assistants may have supplemental contracts to assist in courses or to teach courses during the winter and summer sessions.
2. Residence Life & Housing will pay normal in and out-of-state tuition costs associated with the fall and spring semester for graduate students. Special fees for certain academic programs and summer and winter term course tuition are not covered.
3. Graduate Assistants may not hold any additional assistantship, fellowship, or other outside employment.