

# Undergraduate Residential Student Staff Terms and Obligations of Appointment 2022-2023

## Undergraduate Residential Student Staff Role

- Undergraduate residential student staff (“student staff”) play a critical role in the creation of safe, inclusive residential communities that support student health and well-being. Student staff are expected to be role models for responsible behavior, personal integrity, and the exercise of mature, sound judgment in their interactions and relationships with residents.
- Student staff serve as members of a team; are expected to work closely and maintain regular communication with their Resident Fellows (if applicable), Graduate Resident Associates (if applicable), Resident Director, and Community Coordinator; and are ultimately accountable to the cognizant Neighborhood Program Director.
- Neighborhood Program Directors (NPD) serve as supervisor of record for the student staff leadership position and have the authority to remove or effectively terminate a student from their role.
- Student staff positions are considered an educational leadership opportunity and not employment by Stanford University.

Student staff have responsibilities in four broad categories related to the residents and communities they are appointed to serve:

1. Promote and Model [Equity and Inclusion](#)
2. Promote and Model [Health and Well-being](#)
3. Foster [Community and Belonging](#)
4. Promote and Model [Intellectual & Personal Growth](#)

Given the live-in and experiential nature of student staff positions in Residential Education, there are requirements to work during nights, weekends, some holidays, and other periods where classes are not in session.

The full obligations of the student staff roles are covered in greater detail in the Role Description.

## Undergraduate Residential Student Staff Appointment

The student staff appointment begins on August 15, 2022, and concludes on June 18, 2023. Training and other mandatory meetings may be required prior to the start of the appointment.

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These terms and obligations and the associated policies remain in effect throughout the duration of the appointment. Residential Education and Stanford University reserve the right to enact changes to the student staff terms and obligations and the associated policies at any point from the time of application and throughout the duration of the appointment.

### **Adherence to Policy and Law**

Student staff must support, adhere to, and comply with any reporting obligations required under the law and University-wide policies including but not limited to the [Fundamental Standard](#) and the [Honor Code](#); the [Student Alcohol Policy](#) and the policy on [Controlled Substances and Alcohol](#); the policies on, [Sexual Harassment](#), and [Consensual Sexual or Romantic Relationships](#); the policy on [Violence in the Workplace](#); the policy on [Smoke-Free Environment](#); the policy on [Non-Discrimination](#); the policy on [Political, Campaign, and Lobbying Activities](#); and all policies contained in the [Residence Agreement](#) and the [Administrative Guide](#).

### **Reporting Obligations**

The University is subject to a number of state and federal laws including but not limited to the Clery Act, California Education Code Sections 67380-67385.7, the California Child Abuse and Neglect Reporting Act, and Title IX. Student staff must comply with these laws and follow the instruction of university officials. Under the terms of the Clery Act, student staff are Campus Security Authorities (CSAs) who are required to report certain incidents to the University for purposes of compliance with federal and/or state law.

Student staff must follow the instructions contained in [Residential Staff Notification Requirements for Crimes & Incidents](#). This document details incidents that require reporting and provides information on how to file a report with the appropriate individual or office.

Student staff must report all potential violations of University policy and the law to the appropriate office and/or division as outlined in the student staff reporting requirements, in student staff training, and in the student staff guidelines. Student staff must cooperate fully in any investigation of potential violations of University policy and applicable rules, laws, or regulations, including by providing all requested information in its entirety and participating in any related hearings or disciplinary processes.

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Student staff must inform Resident Fellows (if applicable) or Graduate Resident Associates (if applicable) and cognizant or on-call Resident Director about students in distress or in need of support following the Residential Education student staff guidelines.

Student staff may not serve in other roles at the University (whether paid or voluntary) that have reporting obligations that conflict with the student staff role, including any role that requires confidentiality of personal identifying information (e.g., EMT for Stanford Emergency Medical Service, etc.).

Residential Education reserves the right to make changes to the undergraduate residential student staff terms and obligations of appointment at any time without prior notice. Furthermore, reporting obligations under the law may change at any time. If there are relevant changes to current laws, policies, or practices, Residential Education will communicate the changes to student staff and train and support them as necessary. As well, the [Judicial Charter](#) may be changed by the [Committee of Ten](#) which may inform changes to the community standards.

### **Alcohol and Other Drugs**

Student staff must:

- Understand, support, abide by, and uphold the [Student Alcohol Policy](#) and the policy on [Controlled Substances and Alcohol](#).
- Work with Resident Fellows (if applicable) or Graduate Resident Associates (if applicable) and cognizant Resident Director to implement these policies and any related protocols in the residence and during any residence-sponsored events or off-campus travel. This includes but is not limited to intervening in underage drinking, high-risk drinking, and illegal drug use and referring residents to the cognizant or on-call Resident Director and the Office of Substance Use Programs Education & Resources, the Dean of Students Office, and/or the Office of Community Standards, as required by university policy .
- Comply with legal and University reporting requirements.
- Refuse to provide, serve, or consume alcohol with underage residents.
- Refuse to provide, accept, or use illegal drugs.

### **Title IX and Sexual Harassment**

Student staff must:

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- Understand, support, abide by, and uphold the policies on [Prohibited Sexual Conduct](#), [Sexual Harassment](#), and [Consensual Sexual or Romantic Relationships](#).
- Complete and uphold the requirements outlined in the University's [Sexual Harassment Prevention Training](#).
- Report all instances of potential Title IX prohibited conduct to (1) the cognizant or on-call Resident Director and (2) through the [CSA Reporting Form](#).
- Refrain from engaging in sexual or romantic relationships with any first-year (frosh) students for the duration of the staff appointment.
- Immediately consult with the cognizant Resident Director if considering a sexual or romantic relationship with a resident.

### Hazing

Student staff must:

- Understand, support, abide by, and uphold the [Hazing Policy](#). Report to the cognizant or on-call Resident Director any possible hazing activities. A hazing activity is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them, regardless of a person's willingness to participate.
- Report hazing incidents to the cognizant or on-call Resident Director and through the [Hazing Report Form](#).

### Community Standards

Student staff must:

- Understand, support, abide by, and uphold the [Fundamental Standard](#) and the [Honor Code](#).
- Report and/or actively assist residents in reporting all Fundamental Standard and Honor Code concerns to the Office of Community Standards through the [relevant form](#).
- Report and/or actively assist residents in reporting any Protected Identity Harm incident through the [Protected Identity Harm Reporting Form](#).
- Cooperate fully in any investigation of potential violations of the Fundamental Standard or Honor Code, or of potential incidents of Protected Identity Harm, including by providing all requested information in its entirety and participating in any related hearings or disciplinary processes.

### Media Protocol

Student staff must:

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- Consult with and follow the guidance of the cognizant Neighborhood Program Director or their designee before communicating with or responding to inquiries from any media outlet, both internal and external to Stanford including any student publications.

### Privacy Obligations

#### **Student Record Privacy (FERPA – The Family Educational Rights and Privacy Act of 1974 / HIPAA – Health Insurance Portability and Accountability Act of 1996)**

Student staff must:

- Understand and comply with [FERPA](#), [HIPAA](#), and the University's [Privacy Policy](#).
- Use only [@stanford.edu email](#) for all student staff communications (including all communications about any resident).
- Use [Secure Email](#) whenever emailing any non-public student information.
- Never send any sensitive or identifiable resident information via text message, GroupMe, or other non-Stanford communication platform.
- Use only [encrypted devices](#) for all student staff communications (including all communications about any resident).
- Use [Google Shared drives](#) for Stanford to share student staff files, and if sharing any individual's personal health information, use [Stanford Medicine Box](#).
- Do not share information about any resident or fellow student staff (e.g., personally identifiable information or personal health information) with other students, student staff, administrators, third parties, traditional or social media, or anyone else who does not have a need to know the information.
- Report any violation of student privacy, even if inadvertent, to the University's Privacy Office through the [Report a Privacy Incident form](#).

### Operational and Administrative Obligations

Student staff must fulfill the operational and administrative obligations listed in the categories below.

#### **Training and Education**

- Attend and participate in all training and retreats required for all student staff (even those who have previously attended) and for assigned residence. This includes but is not limited to:

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training prior to the academic year in which student staff will serve in residence in Spring Quarter and before the start of Autumn Quarter in late August/early September, and at the start of Winter Quarter in early January.

- Supplemental training sessions or “In-Services” throughout the academic year.
- Attend training, retreats, and classes in person when required to do so.
- Complete required online or alternative format training and classes.

### **Presence, Participation, and Community Building**

- Live in assigned residence, sign and abide by the [Residence Agreement](#) and any other special house agreements that are required for residents of the house, and pay required house dues (if relevant).
- Arrive, move-in and be present in the assigned residence at the start of each quarter and throughout the academic year whenever residences are open, this includes Thanksgiving Break, Spring Break, and Finals Week.
- Return to campus and move into the assigned residence prior to the start of each quarter by the date communicated by Residential Education. Remain in assigned residence until the end of the final exam period in all-fresh residences, and until the Monday following graduation in four-class or upper-class residences.
- Participate fully in the opening of the residence at the beginning of the academic year and in all preparation activities with fellow student staff and Resident Fellows (if applicable) between the end of student staff training and resident move-in.
- Purchase at least the minimum board plan associated with the assigned residence, and eat most meals in residence or associated dining hall. Exceptions can be made in the case of disability-related reasons; those needs must be registered with the Office of Accessible Education, and exceptions approved by Residential Education.
- Share responsibility with fellow student staff for serving in an on-call capacity and connect residents to appropriate after-hours resources in case of an emergency.
- Share responsibility with fellow student staff for providing resident support during Thanksgiving Break, Spring Break, and Finals Week.
- Learn the names of residents in their assigned area and make regular contact with residents throughout the academic year.
- Participate in required staff retreats in their entirety.
- Participate in planning and attending staff, hall, and house meetings.

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- Respond to communication from the Neighborhood Program Directors and other Residential Education professional staff.
- Participate in meetings scheduled by the Neighborhood Program Directors and other Residential Education professional staff.
- Participate in the closing of the residence for winter break and at the end of the academic year.
- Participate in Residential Education activities and assessment efforts.

### **Residence Policies**

- Ask residents to adhere to and promote compliance with the policies contained in the [Residence Agreement](#) including but not limited to policies on Banners/Fliers/Posters, Emergencies, Guests, Noise, Pets, Prohibited Items, Restricted Areas, Service/Support Animals, and Smoke-Free Environment.
- Report violations of the Residence Agreement to cognizant or on-call Resident Director.
- Know and promote awareness of the location of Emergency Assembly Point (EAP) for the house. Lead and support residents in safety drills as well as in the event of an emergency. Work in partnership with emergency personnel, Residential Education professional staff, Student Housing staff, staff team, and Resident Fellows (where applicable). Identify emergency situations (e.g., fire, flooding, earthquake, etc.) that require immediate attention and report to emergency personnel and cognizant or on-call Resident Director.
- Understand and adhere to the [Residence Staff Master Key Use Agreement](#).

### **Financial Management**

- Be a responsible steward of University funds, assets, and resources by consulting with Resident Fellow (if applicable) or Community Coordinator prior to making purchases with University funds. Expenses paid with University funds must be necessary and reasonable in support of authorized University business. Expenditures and reimbursements must be consistent with federal regulations. Prices paid must be economical. All residents should be invited/able to benefit from the programs and expenses paid with University funds.
- Submit receipts and other required documentation to the Community Coordinator or relevant financial manager no more than 10 days after incurring an expense.
- Work with cognizant Community Coordinator to ensure adherence to University and Residential Education financial guidelines and policies including but not limited to Alcohol,

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Charter Buses and Rental Vehicles, Gifts, Honoraria, Meals, Medicine, Personal Care Products, Retreats, Services, and Travel Expenses.

- Ensure that residents have private, accessible, easy to navigate means to indicate financial need to enable participation in residence-sponsored activities. Do not require residents to disclose financial need to student staff or Resident Fellows (if applicable) more than once per year.

### Terms and Conditions

#### Eligibility

Student staff must:

- Have at least one year of [guaranteed undergraduate housing](#) remaining at the time of application for the residential student staff role.
- Be determined by your cohort year, which is based on the year you matriculated at Stanford. Students who matriculated in 2021 and earlier will be eligible.
- Be a registered student and enrolled in classes at Stanford in all three quarters of their appointment.
- Remain in [good academic standing](#). Incompletes must be completed before the start of the appointment in September. If a residential student staff member is placed on academic probation, provisional registration, or suspension during the appointment, this can be grounds for termination.
- Be eligible to receive stipend payments associated with appointment, or be willing to forgo stipend (this may apply in particular to student athletes on full athletic scholarships).
- Be a United States citizen or permanent resident, or in a visa status appropriate to receive payments from a United States source. Student staff are responsible for understanding how their visa status in the United States impacts their ability to work in the United States, and any restrictions to which they may be subject. [Bechtel International Center](#) can assist students who have questions about citizenship, residency, or visa status.

#### Leave of Absence (LOA)

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In order to prioritize personal and academic needs, a student staff member must resign from their position if they are taking a Leave of Absence (LOA). Residential Education must be notified of the resignation, and Neighborhood Program Directors will work with house leadership to fill the vacancy left by the LOA. Students returning from LOA are eligible to apply for future staff vacancies in consultation with their Neighborhood Program Director.

### **Accountability, Standards of Conduct and Termination**

Residential Education holds the appointment and termination authority for student staff.

The student staff appointment may be reviewed and action can be taken up to and including termination and removal from residence at any time at the discretion of the cognizant Neighborhood Program Director upon their determination that the student staff has failed to demonstrate the judgment, diligence, or responsibility necessary to satisfactorily fulfill the student staff role. Examples supporting such termination of appointment include but are not limited to: failure to comport oneself in a manner consistent with University expectations for the role; failure to comply with or report violations of University policies or the law (or coming under review for such violations); or failure to perform the duties and responsibilities of student staff.

When concerns about a student staff member's performance are raised but it is determined by the cognizant Neighborhood Program Director that the concerns do not yet do not merit termination, staff are required to participate in a coaching or support plan administered by their Neighborhood Program Director, and in consultation with Resident Fellows (if applicable) or Graduate Resident Associate (if applicable). Failure to meet mutual expectations and receive additional support may result in termination from the role.

Student staff are advised to self-report any pending concerns of violations under investigation by the Office of Community Standards or Dean of Students Office to the cognizant Resident Director for transparency and support.

In the event of termination of appointment by the cognizant Neighborhood Program Director or resignation by the student staff prior to the scheduled conclusion of the appointment, the student staff may be reassigned to another residence, and all other rights, benefits, and perquisites of the student staff status end on the date of written notice of such termination by the University.

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### **Compliance with Fundamental Standard**

Student staff have an important role in both modeling what it means to live by the values and expectations outlined in the Fundamental Standard as well as addressing situations when residents fall short. Student staff must:

- Understand, support, abide by, role model and thus uphold the university fundamental standard.

### **Health and Safety**

Student staff must:

- Serve as an EAP (Emergency Assembly Point) captain for the assigned residence during a building evacuation such as a fire drill, natural disaster or other emergency.
- Role model and uphold all public health directives from the state, county and university in support of public health and the overall safety of our residences. Student staff may be directed to refer students to campus health resources as needed. This may include assisting with the distribution of COVID testing kits or related supplies at the request of their Neighborhood Program Director.