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### **Undergraduate Residential Student Leader Role Description**

- Undergraduate residential student leader (“student leaders”) appointments are considered an educational leadership opportunity and not employment by Stanford University.
- Student leaders play a critical role in the creation of safe, inclusive residential communities that support student health and well-being.
- Student leaders 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.

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- Student leaders serve as key representatives of Residential Education and actively support Stanford’s mission to facilitate a campus culture of expansive inquiry, fresh thinking, searching discussion, and freedom of thought.
- Student leaders serve as members of a team and are expected to work closely with their Resident Fellows (if applicable), Resident Director, and Community Coordinator, and are ultimately accountable to the Associate Director assigned to that community.
- Student leaders are formally supervised by Associate Directors, who provide feedback, implement improvement plans, and may release a student from their appointment, effectively removing them from the role when needed.
- Given the live-in and experiential nature of student leaders’ appointment in Residential Education, there are expectations to complete tasks during evenings, weekends, some holidays, and other periods when classes are not in session.

The full obligations of the student leader roles are covered in greater detail in the role descriptions for each role.

[Resident Assistant \(RA\) Role Description](#)

[Resident Assistant + Operations \(RA+O\) Role Description](#)

[Ethnic Theme Associate Role Description](#)

The student leader appointment is for the academic year. Training, administrative tasks, and other mandatory meetings may be required prior to the start of the appointment.

### Undergraduate Residential Student Leader Role Key Dates

Important Student Leader Selection Dates, 2025-2026	
Date	Milestone
Monday, December 15, 2025: Application opens – Monday, January 19, 2026: Application closes at 1:00 p.m.	Application period
Thursday, January 8	Residential Student Leader Recruitment Fair
Friday, January 9: 3:00 p.m. – 4:00 p.m.	Required Position Overview & Expectations

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Saturday, January 10: 10:00 a.m. – 11:00 a.m. & 1:00 p.m. – 2:00 p.m. Thursday, January 15: 6:00 p.m. – 7:00 p.m. Friday, January 16: 3:00 p.m. – 4:00 p.m. Saturday, January 17: 10:00 a.m. – 11:00 a.m. & 1:00 p.m. – 2:00 p.m.	Sessions  Note: Prospective applicants are required to attend only one session. Location details will be provided after session registration.
Monday, January 12 (1:00 p.m.)	Application closes
Tuesday, January 13 – Friday, January 16	Eligibility screening
Monday, January 26 – Thursday, January 29	Required Interviews with ResEd professional staff and campus partners
Friday, January 30 - Saturday, February 28	House-level application review and interviews
Sunday, March 1	House-level application review and interview period ends
Tuesday, March 3	Deadline for applicants to submit ranked lists
Thursday, March 5	Deadline for location managers to submit ranked lists
Thursday, March 12	Match placements communicated
Friday, March 13	Post-Match process begins
Monday March 30 – Friday May 15	Complete online training modules
<b>Residential Student Leader Training Dates, September 2026</b>	
Thursday, September 3: Residential student leader move-in period begins Saturday, September 5 (by 12:00 p.m.): Residential student leader move-in period ends	Residential Student Leader Move-In
Saturday, September 5 (1:00 p.m. – 3:00 p.m.)	Formal ResEd Residential Student Leader Training check-in
Saturday, September 5 (evening) – Monday, September 7	House Retreats
Monday, September 7	Labor Day (University Holiday)

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Tuesday, September 8 – Friday, September 11	Residential Student Leader Training
Friday, September 11 (evening) – Sunday, September 13	House Retreats (second option)
Sunday, September 13 – Monday, September 14	Frosh/RF house prep for opening
Monday, September 14	Row Training
Tuesday, September 15 – Sunday, September 20	New Student Orientation
Tuesday, September 22	First day of classes

Note: All residential student leaders are expected to be on campus from the end of the move-in period (September 5) through the first week of classes, unless they are participating in approved off-campus training or house-opening preparation activities.

In addition to retreats, all residential student leaders must participate fully in the opening of the residence at the beginning of the academic year and in all preparation activities with fellow student leaders and Resident Fellows (if applicable) between the end of student leader training and resident move-in. This includes the week of New Student Orientation (NSO) and move in for returning undergraduate students.

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 make changes to the undergraduate residential student leader terms and obligations of appointment and the associated policies at any time without prior notice, from the time of application and throughout the duration of the appointment.

### Eligibility

Student leaders must:

- Have at least one year of [guaranteed undergraduate housing](#) remaining at the time of application for the residential student leader role.
- Be eligible to serve in a residential student leader role based on the year of matriculation at Stanford. Students who matriculated in 2024 and earlier are eligible.

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- Be a registered student and enrolled in classes at Stanford in all three quarters of their appointment, Autumn, Winter, and Spring consecutively (not including study abroad or any other remote academic programs).
- Remain in [good academic standing](#). Incompletes must be completed before the start of the appointment in September. If a residential student leader is placed on an elevated academic status (academic probation or academic suspension) during the appointment, this can be grounds for removal from the role and termination of the appointment.
- 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 leaders are responsible for understanding whether their residential student leadership role is compatible with their visa status, and any restrictions to which they may be subject. [Bechtel International Center](#) can assist students who have questions about citizenship, residency, or visa status.

### **Placement**

Students who accept placement in a student leader role are doing so for a particular residence and must live in that residence for the duration of their appointment. Student leader placements are not transferable to other residences or communities. When a student leader resigns or is released from their student leader role, they become ineligible to serve as a student leader in a different undergraduate residence for the remainder of the academic year of appointment ending in June.

### **Accommodations**

Students who have housing accommodation needs must register with the Office of Accessible Education (OAE) to request and be considered for accommodation eligibility, and should do so in advance of the student leader application and placement process. Residential Education cannot guarantee a single room for students serving in student leader roles and, depending on the residence, the room designated for the residential student leader may not meet a particular student's OAE-approved accommodations. If a student leader's accommodation

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needs cannot be met within the residence to which they are matched during the selection process ranking and match period, they may choose to forgo their student leader role in favor of an OAE room accommodation placement that will fit their needs.

### **Change in Academic Status**

#### **(Leave of Absence, Temporary Suspension, Suspension or Expulsion)**

Residential student leaders may not serve in the role while on a Leave of Absence (LOA), if they are suspended or expelled, or if they are no longer enrolled as a student at the university for any period of time during the appointment term. If a student leader plans to take a LOA, or there is a change in their academic status as described in this paragraph, they must notify Residential Education of their change in status and resign their student leader position. Students returning from a LOA are eligible to apply for future student leader vacancies in consultation with the pertinent Associate Director.

### **Operational and Administrative Obligations**

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

#### **Training and Education**

- Complete required online or alternative format training and classes when such platforms are provided and do so with the ability to apply that knowledge in practice as a student leader. Actively reach out to engage in further conversation when questions and concerns arise.
- Attend and participate in all training and retreats required for all student leaders (even those who have previously attended) and for assigned residence. This includes but is not limited to: training in Spring Quarter prior to the academic year in which student leaders will serve in residence, before the start of Autumn Quarter in early September, and at the start of Winter Quarter in early January.
- Attend and participate in supplemental training sessions or “In-Services” throughout the academic year.
- Attend training, retreats, and classes in person when required to do so. When attending in-person commitments, student leaders are expected to remain off their

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phones, laptops, smartwatches, and any other personal technology for the duration of the training session to fully engage and be present.

- Please keep all devices silenced and stored away unless a facilitator instructs otherwise for a specific activity. If you are not fully present, you will be marked absent.
- Attendance during the entirety of mandatory training is required. Not participating in training is grounds for immediate removal from the role.

### **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, including Thanksgiving Break, Spring Break, and Final Exams.
- 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-frosh residences, and until the Monday following Commencement 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 leaders and Resident Fellows (if applicable) between the end of student leader training and resident move-in through the start of the quarter. Please reference the above noted table of key dates.
- Purchase at least the minimum board plan associated with the assigned residence, and eat most meals in residence or associated dining hall. Exceptions may be granted for disability-related accommodations; such requests must be approved by the Office of Accessible Education.
- Share responsibility with fellow student leaders for serving in an on-call capacity on Friday and Saturday evenings which includes having an in-house presence and resident engagement.
- Connect residents to appropriate after-hours resources in case of an emergency.
- Share responsibility with fellow student leaders for providing resident support during Thanksgiving Break, Spring Break, and Final Exams.

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- Learn the names of residents in the assigned area and make regular contact with residents throughout the academic year.
- Participate in required team retreats in their entirety.
- Participate in planning and attend weekly student leader, hall, and/or house meetings.
- Respond to communication from the Associate Director and other Residential Education professional staff.
- Participate in meetings scheduled by Resident Fellows (if applicable), the Associate Director and other Residential Education professional staff.
- Participate in the recruitment and selection obligations of student leaders for the following academic year, consistent with the selection process required to meet the needs of the relevant house type.
- Participate in the pre-assignment process and obligation review for the following academic year (recusal required if participating as an applicant).
- 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.

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

Student leaders must support, adhere to, and comply with requirements under the law and Universitywide policies, including reporting requirements. These policies include the [Fundamental Standard](#) and the [Honor Code](#); the [Student Alcohol Policy](#); the [Hazing 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 provisions of the [Administrative Guide](#) relevant to students.

### **Residence Policies**

- Ask residents to adhere to and promote compliance with the policies contained in the Residential & Dining Enterprises (R&DE) [Residence Agreement](#) for student housing 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.

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- Report violations of the Residence Agreement to pertinent or on-call Resident Director.
- Know and promote awareness of the location of the Emergency Assembly Point (EAP) for the house. Lead and support residents in safety drills as well as in the event of an emergency. Partner with emergency personnel, Residential Education professional staff, Student Housing staff, student leader 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 pertinent or on-call Resident Director.
- Understand and adhere to the Residence Staff Master Key Use Agreement.

### **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 66309, 67380-67385.7, the California Child Abuse and Neglect Reporting Act, Title VI of the Civil Rights Act of 1964 (Title VI), and Title IX of the Education Amendments of 1972 (Title IX). Student leaders must comply with these laws and follow them. Under the terms of the Clery Act, student leaders 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 leaders 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 leaders must report all potential violations of University policy and the law to the appropriate office and/or division as outlined in the [student leader reporting requirements](#) and in student leader training. Student leaders 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.

Student leaders must inform Resident Fellows (if applicable) and pertinent or on-call Resident Director about students in distress or in need of support in accordance with the student leader reporting guidelines.

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Student leaders must consult with their Associate Director before serving in other roles at the University (whether paid or voluntary) that have reporting obligations that could conflict with the student leader's role, including any role that requires confidentiality of personal identifying information. 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 leaders and train and support them as necessary. Any cases reported to the Office of Community Standards fall under the [Stanford Student Conduct Charter of 2023](#). The Board on Conduct Affairs (BCA) oversees the student conduct system and has the power to modify Bylaws specifying policies and procedures pertaining to the student conduct process. The OCS staff are responsible for administering the student conduct process.

### **Alcohol and Other Drugs**

Student leaders 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) and pertinent Resident Director to implement these policies and any related protocols in the 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 pertinent 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.
- Remain sober when serving on-call.

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

Student leaders must:

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- Understand, support, abide by, and uphold the policies on [Non-Discrimination](#), [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 pertinent Resident Director 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 student leader appointment.
- Immediately consult with the pertinent Associate Director if considering a sexual or romantic relationship with a resident.

### **Title VI**

Student leaders must:

- Foster an environment of respect that is welcoming to residents of all backgrounds and beliefs, and encourages constructive engagement across differences.
- Report and/or actively assist residents in reporting any Title VI incident through the Harassment/Discrimination-Title VI Incident Report Form.
- Collaborate with the Title VI Office to provide support to residents who are the reporting or impacted parties of a Title VI report.
- Cooperate with the Title VI Office in implementing any measures deemed appropriate to address and remedy the Title VI reported conduct, and support steps necessary to create a culture and environment that avoid the recurrence of the reported conduct.

### **Hazing**

Student leaders must:

- Review the [Stanford University Hazing Policy](#).
- Report to the ResEd staff, Dean of Students office, and Resident Fellows (if applicable) any activities that subject someone joining or participating in a group to humiliation, degradation, abuse, or unreasonable risk of injury (above the reasonable risk encountered in the course of participating in campus or group activities), regardless of that person's willingness to participate.

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- Make good faith efforts to eliminate activities that subject someone joining or participating in a group to humiliation, degradation, abuse, or unreasonable risk of injury (above the reasonable risk encountered in the course of participating in campus or group activities), regardless of that person's willingness to participate.
- Ensure that your communications clearly state that all student activities are optional to residents and refrain from pressuring students to engage.
- Report incidents as appropriate via the [Hazing Report Form](#).
- Cooperate fully with University investigative and disciplinary processes (e.g., investigations into hazing incidents). This includes full sharing of requested information and participating in University processes.

### **Community Standards**

Student leaders 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 leaders must:

- Understand, support, abide by, role model 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](#). A report does not automatically initiate communication to an alleged student. Once the Office of Community Standards receives a report, per the [Charter](#), it is reviewed by the Office of Community Standards Director or designee and if applicable, assigned an appropriate level or review and communication sent. If you are unsure whether a case would fall under the Office of Community Standards process or have questions about the process, please consult with professional staff from the Office of Community Standards. Cooperate fully in any investigation of potential violations of the Fundamental Standard or Honor Code, Hazing, Title VI, Title IX, AOD, or any other applicable policy including by providing all requested information in its entirety and participating in any related hearings or disciplinary processes.

### **Media Protocol**

Student leaders must:

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- Consult with and follow the guidance of the pertinent Associate 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 leaders must:

- Understand and comply with [FERPA](#) and the University's [Privacy Policy](#).
- Use only @stanford.edu email for all student leaders 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, WhatsApp, Slack, or other non-Stanford communication platform.
- Use only [encrypted devices](#) for all student leaders communications (including all communications about any resident).
- Use [Google Shared drives](#) for Stanford to share student leaders files, and if sharing any individual's personal health information, use [Stanford Medicine Box](#).
- Do not share information about any resident or fellow student leaders (e.g., personally identifiable information or personal health information) with other students, student leaders, administrators, third parties, traditional or social media, or anyone else who does not have a legitimate Stanford business-related 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](#).

### **Financial Management**

- Be a responsible steward of University funds, assets, and resources by ensuring all expenses paid with University funds are:
  - necessary and reasonable
  - economical
  - in support of University business
  - consistent with federal regulations
- Consult with Resident Fellows (if applicable) or Community Coordinator prior to making purchases with University funds.

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- Ensure all residents are invited and 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 pertinent Community Coordinator to ensure adherence to all University and Residential Education financial guidelines and policies, with special attention to those regarding Alcohol; Charters and Rental Vehicles; High Risk Activities; Gifts; Honoraria; Meals; Medicine; Personal Care Products; Retreats; Professional Services and Contracts 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 leaders or Resident Fellows (if applicable) more than once per year.

### **Health and Safety**

Student leaders must:

- Serve as an Emergency Assembly Point (EAP) 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 leaders may be directed to refer students to campus health resources and take necessary steps within their houses in alignment with professional health directives as needed.

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

Residential Education holds the authority to appoint student leaders and has the discretion to remove them from their role. Residential student leaders who are removed from their role will no longer receive a stipend payment and must timely vacate their designated student leader room and bed space and move into an available room and bed space elsewhere in undergraduate housing. This transitional process may also include interim housing depending on needs and availability at the time of the transition.

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The student leader's appointment may be reviewed and action can be taken up to and including a student leader being released from their role and removal from the residence at any time at the discretion of the pertinent Associate Director upon their determination that the student leader has failed to demonstrate the judgment, diligence, commitment, or responsibility necessary to satisfactorily fulfill the student leader role. Examples supporting such termination of appointment (being released from the student leader role) 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); failure to comply with the terms and conditions of appointment; failure to attend required trainings and/or meetings; and/or failure to perform the duties and responsibilities of student leaders.

When concerns about a student leader's performance are raised but it is determined by the pertinent Associate Director that the concerns do not yet merit being released from the role, student leaders may be required to participate in a coaching or support plan administered by their Associate Director, and in consultation with Resident Fellows (if applicable). Failure to meet mutual expectations and receive additional support may result in removal from the role.

Student leaders 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 pertinent Resident Director for transparency and support.

In the event of a student leader being released from their role by the pertinent Associate Director/designee or resignation by a student leader prior to the scheduled conclusion of the appointment, the student leader may be reassigned to another residence, and all other rights, benefits, and perquisites of the student leader's status end on the date of written notice of such release by the University.