

# Undergraduate Residential Student Staff Terms and Obligations of Appointment 2021-2022

## 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), Residence Dean, and Community Coordinator; and are ultimately accountable to the cognizant Associate Dean of Residential Education. 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](#)

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, 2021, and concludes on June 13, 2022. Training and other mandatory meetings may be required prior to the start of the appointment.

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 [Prohibited Sexual Conduct](#), [Sexual Harassment](#), and [Consensual Sexual or Romantic Relationships](#); the policy on [Violence in the Workplace](#); the policy on [Smoke-Free Environment](#); the

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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.

Student staff must inform Resident Fellows (if applicable) and cognizant or on-call Residence Dean 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

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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. Before or during the 2021-2022 academic year, the [Student Alcohol Policy](#) and [Controlled Substances and Alcohol](#) policies will be combined into one clear and consistent student policy. 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) and cognizant Residence Dean 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 cognizant or on-call Residence Dean and the Office of Alcohol Policy and Education for education and support.
- 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:

- 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 Residence Dean 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.

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- Immediately consult with the cognizant Residence Dean if considering a sexual or romantic relationship with an upperclass resident.

### Hazing

Student staff must:

- Understand, support, abide by, and uphold the [Hazing Policy](#). Report to the cognizant or on-call Residence Dean activities that cause, have caused, or are reasonably likely to cause a student to suffer bodily danger, physical harm, or significant personal degradation or humiliation, even if no bodily danger, physical harm, or significant degradation or humiliation in fact results.
- Report hazing incidents to the cognizant or on-call Residence Dean 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 Acts of Intolerance through the [Acts of Intolerance Reporting Form](#).
- Cooperate fully in any investigation of potential violations of the Fundamental Standard or Honor Code, or of potential Acts of Intolerance, including by providing all requested information in its entirety and participating in any related hearings or disciplinary processes.

### Media Protocol

Student staff must:

- Consult with and follow the guidance of the cognizant Associate Dean or their designee before communicating with any media outlet.

### Privacy Obligations

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### **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 training prior to the academic year in which student staff will serve in residence (in Spring Quarter and in late August/early September) and supplemental training sessions throughout the academic year.
- Enroll in and pass any credit bearing class(es) required for student staff (even those who have previously earned credit for that class).
- Attend training, retreats, and classes in person when required to do so.
- Complete required online or alternative format training and classes.

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### **Presence and Participation**

- 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).
- Return to campus and move into assigned residence prior to the start of Autumn 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 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 assigned residence, and eat most meals in residence or associated dining hall. Exceptions in the case of disability-related reasons, those needs are required to be approved and registered with the Office of Accessible Education and 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 and Spring Break.
- Participate in required staff retreats in their entirety.
- Participate in planning and attending staff, hall, and house meetings.
- 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 Residence Dean.
- Know and promote awareness of the location of Emergency Assembly Point (EAP) for the

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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 Residence Dean.

- Understand and adhere to the [Residence Staff Master Key Use Agreement](#).

### Financial Management

- Be a responsible steward of University funds, assets, and resources. 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.
- Do not sign contracts for goods or services. Send all contracts to cognizant Community Coordinator for review and approval by Stanford Procurement Services.
- Submit receipts and other required documentation to the 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, 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.

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- Be determined by your cohort year, which is based on the year you matriculated at Stanford. Students who matriculated in 2019 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 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.

### **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 Associate Dean 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. Student staff are advised to self-report any pending concerns of violations with the Office of Community Standards or Dean of Students Office for transparency and support to the cognizant Resident Dean.

In the event of termination of appointment by the cognizant Associate Dean 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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