

*Please note the Resident Head Job Description for 2021-2022 has not yet been finalized as plans for Fall 2021 are still being determined.*

*All candidates who are made an offer of employment will have a chance to review the updated job description before they commit to the role.*

# Resident Head Position Description 2020-2021 Housing & Residence Life The University of Chicago

## **Period of Employment**

The period of employment for the Resident Head (RH) position for the 2020-2021 academic year is from August 15, 2020 until June 15, 2021.

## **Overview of Position**

In order to support both residential and a subset of non-residential students who are connected to their respective House community who are enrolled as full-time students in the College, Resident Heads will focus on maintaining a sense of community and providing individual student referrals to University resources. RHs are expected to maintain contact virtually with both students living in residence, and upperclassmen students who are now virtual House community members (virtual community House members are specifically students who were in residence in the Winter quarter of 2020. The House associate program is temporarily suspended). RHs are expected to share resources prepared by campus partners and Housing & Residence Life to help connect students who may be experiencing academic and/or personal difficulties to the appropriate place expeditiously.

RHs are expected to be flexible and understanding during this unprecedented year however, this flexibility does not afford RHs the ability to deviate from the prescribed requirements without consulting their supervisor (Assistant Director of Residence Life). The Assistant Director of Residence Life will consult with their supervisor regarding any requests for accommodations or modifications to the prescribed expectations.

## **Social Distancing & Safety Guidelines Expectations – COVID-19 Crisis**

Every student, visiting family member, instructor, and staff member on campus will be required to adhere to mandatory health and safety practices to help keep themselves and the University community well. This will include a formal commitment, called the UChicago Health Pact, that has been instituted to help prevent the spread of COVID-19.

The UChicago Health Pact will include requirements for face coverings, social distancing, self-monitoring, and COVID-19 reporting for all members of the University community.

In order to promote a safe and healthy environment for students in the Houses, Resident Heads, Resident Assistants (RA), & Virtual Programming Assistants (VPA) will engage with students in their House through electronic or video communication platforms as much as possible while following all safety guideline put in place by the University, and the City of Chicago. Social distancing (6 feet of physical distance between people) guidelines will be in place and staff are expected to role model those guidelines, and report to Housing & Residence Life any student or staff member who fails to do so.

Some of those safety measures for all members of the university community will include: Universal face coverings, hand washing, disinfection, social distancing, self-monitoring, Covid-19 exposure (contact tracing), and limiting travel.

Everyone is expected to wear a face covering over the nose and the mouth at all times while in University buildings, including all Residence Halls, and on the campus grounds when others are present.

Staff will be expected to submit to testing, complete an attestation form, and complete a Covid-19 General Safety Training module for students. Resident Heads are also subject to the Covid-19 testing requirements of the University of Chicago.

For the most updated information on safety precautions, please review: <https://goforward.uchicago.edu/>

## **Major Functions of the Resident Head (RH) Position**

### Staff Supervision

For the 2020-2021 academic year, each House will have one of the following: at least one Resident Assistant, two Resident Assistants in larger Houses, or one Resident Assistant and one Virtual Programming Assistant (VPA). These staff members are second, third, or fourth year undergraduate students and assist Resident Heads with their responsibilities. Resident Assistants will physically reside in a room in the House, and Virtual Programming Assistants will live on campus *outside* the House they are assigned OR work remotely off-campus.

The focus for each RA will be to build community and connect students virtually in their House with the primary focus on first year and second year students living in residence.

The focus for each VPA will be to build community and connect students virtually in their virtual House focusing primarily on supporting second, third, and fourth year students not living in residence but who are members of their virtual House community.

The Resident Head working with their Assistant Director of Residence Life is responsible for establishing the direction and expectations for the RA and VPA accomplishment of their duties for the entire House community. Resident Heads are expected to supervise, instruct, direct, and develop these student leaders but, are also expected to engage in a highly collaborative and collegial approach in the supervision of the student leader(s) with their Assistant Director of Residence Life (ADRL).

Successful RHs will be committed to the success of their Resident Assistant(s) and, if applicable, their Virtual Programming Assistant (VPA) and the students in their virtual and physical House community. RHs will serve as positive role models of engagement as well as work to support students within their House. RHs will have a positive attitude about the educational mission of the University of Chicago, Housing & Residence Life, and the value of the virtual House's role in fulfilling that mission. RHs will approach the RA(s), VPA (if applicable) & ADRL relationship as a collaborative team effort and must maintain regular contact with their RA(s), VPA (if applicable) & ADRL regarding all House issues and concerns. RHs are supervised by their ADRL and will have weekly communication with their respective RA(s) and VPA (if applicable).

The RA & VPA will connect as often as needed (but *at least* once a week) to keep their RH(s) & ADRL abreast of community concerns. The RA & VPA will check in once a week with their Resident Heads and all will complete a weekly report that will be sent to their RH(s) and then the ADRL. The RH(s) may also be called upon to serve on various HRL committees remotely.

### Relationship with Students

Resident Heads fulfill a wide range of roles in their Houses, working as mentors, administrators, educators, role models and a referral to campus resources. In order to be effective in the RH position, it is imperative to know and continue to work on the development of individual relationships with students in their House (both in residence and virtually). RHs offer support, encouragement, counsel, and help to all students in their virtual House community.

Maintaining appropriate student boundaries is key in the RH, RA & VPA positions. RHs also provide consult to the RA & VPA about how to set up appropriate boundaries with students online. RHs, RA & VPA are not

responsible for the emotional or mental health of their students. They are to serve as resources and maintain referrals to appropriate resources when able. RHs will inform and update their supervisor and other on-call professional staff as appropriate of students with possible emotional, physical, and/or mental health concerns.

### Students in Residence & Virtual House Members

Each RH will work with their RA & VPA to support both the students living in residence and the students who were scheduled to return to the House for 2020-2021 academic year. Students eligible to be a part of the virtual House must be full-time, actively enrolled, students during the 2020-2021 academic year. A list of those eligible students will be shared with the RH, RA & VPA and the ADRL for that House. *N.B. Students on a leave of absence, studying abroad, and any House Associates (program suspended for the 2020-2021 academic year), are not considered members of the House.*

### House Engagement

RHs, & the RA in residence will mostly engaged with students through electronic or video communication platforms. Limited in-person interactions will take place, and only with social distancing and safety guidelines being followed.

Normally, Housing & Residence Life expects Resident Head to open their apartment “public” space (living room and kitchen) to students to host study breaks or events. Due to the Covid-19 crisis, we are removing that expectation until it is deemed safe to do so.

Resident Assistants and Virtual Programming Assistants (living on-campus), just like all other students residing on campus, will not be allowed to have more than 1 person in their room and are expected to follow all social distancing and safety guidelines.

If your House has a VPA, the VPA will engage with students through electronic or video communication platforms only. VPAs will not be permitted to visit their assigned House and we ask Resident Heads to assist in reinforcing that expectation.

Social distancing guidelines will be in place during the entirety of the RH, RA & VPA positions and will be followed at all times to keep all students and staff safe and healthy.

### Suspension of Guest Policy

Due to the Covid-19 crisis, no guests (anyone living outside that residence hall) will be allowed to enter the residence halls. N.B. This restriction will also apply to Resident Heads while students are in residence.

### **Position Responsibilities**

#### House Facebook Page

The RH(s) will be the only moderator of the House Facebook page and is expected to monitor it *regularly*. For the Fall Quarter, the RA & VPA will not be permitted to moderate. The RH(s) are strongly encouraged, but not required to share access (via invite) to the House Facebook page with their supervisor (ADRL).

The RH(s) will address any issues of inappropriate or concerning posts with students and report them to the ADRL as necessary. When reporting, screen shots should be taken of any issues as they arise.

List of campus resources, upcoming virtual (or limited in-person) events and programs, Resident Deans virtual (or limited in-person) programming, etc. will be *posted regularly* on the House Facebook page, shared through your House list-host, etc. Multiple methods of communication are encouraged to get information out to students.

#### Student Check-Ins

RHs will seek out all eligible students in their communities to engage with the House community. It is important

that RHs stay open and aware of who is, and who is not, engaging in the virtual platforms and reach out to students who are less engaged.

A roster in excel will be provided to each RH to simply track who you are connecting with, and who you are not. Our hope is to create a sense of belonging and support for all students during this unprecedented year and RHs are essential to this effort. RHs are to be active in engaging with students on a regular basis virtually (*with limited in-person obeying all safety guidelines in place*). Certainly not all students will want to have a connection to the House, but we hope that by tracking student check-ins, and following up with students, and your ADRL, you will see trends that may be helpful as the year progresses.

#### RH/ADRL Virtual Meeting

*Every 2 weeks*, the RH(s) will schedule a virtual check-in either by Zoom, phone, or Microsoft Teams with their ADRL but are always welcome to contact their ADRL as needed to consult. Please do not delay sharing those critical issues with your supervisor. Any emergencies or immediate concerns should be addressed the same day, and not saved to report at that meeting. Most of those meetings will be held virtually or if held in person, will follow all current social distancing safety guidelines.

#### Community Building – Virtual Programs & “Study Breaks”

RHs are required to work with the RA(s) & VPA to hold one (1) virtual program or “study break” each week. Housing & Residence Life has no expectations that study breaks be held during the final exam period.

Whatever platform is used to hold these virtual events, the RH(s) & ADRL will be invited (but will not attend unless specifically asked to attend) these events. Notice of these events should be given 24 hours prior to the event occurring to the Resident Head.

#### B. In-Person Community Building & Engagement

If and when it becomes safe and expedient for in-person programming to resume, RHs may conduct and support these activities with their RA. As a reminder, any student residing outside the House is not to attend events in-person.

#### House Meetings

RHs will work with their RA & VPA to hold one (1) virtual House meeting each week during the 2020-2021 academic year. The RH(s), RA & VPA should hold the virtual House meeting *together* each week. RHs will track students who attend House meeting each week on the excel roster. (*See Student Check-ins section above*)

RHs, RAs & VPAs should be thoughtful as to the differences in time zones when they plan the date and time of the virtual House meeting. House Meetings may be recorded and sent out to students (via your virtual House list-host). Please remember to always let your students know if you are recording a particular House meeting.

#### House Council

Resident Heads will support and advise House Council and ensure House Council is following all University of Chicago social distancing protocols to promote safety and community building. This includes overseeing House Council elections, consulting and attending House Council programs and events, and attending House Council meetings. House Council will meet once a week. All House Council events and meetings will be hosted through electronic or video communication platforms. Resident Heads are expected to interrupt any plans of House Council events that do not adhere to the safety guidelines outlined by the University of Chicago or the City of Chicago.

#### Virtual House Dinner (Meal) in lieu of House Table

The House table is normally an extension of the House community. With the Covid-19 crisis, there will be

safety guidelines in place for Dining. To facilitate social distancing, the maximum capacity at dining commons will be reduced by about 75% for the Autumn Quarter. In place of the House Table, RHs & RA(s) will hold a virtual House dinner (or small group in person House dinner outside following social distancing guidelines) *at least once a week.*

The House Dinners should look different than a House meeting or study break and can be organized by any member of the House. RHs & RAs should consult with their ADRL for suggestions on what the options for this requirement could be.

Housing & Residence Life encourages RHs & RA to vary the times and meals they are holding their House Dinner to ensure that RHs & RAs are virtually interacting or seeing a variety of their students. Food cannot be shared, and any food item that is delivered or given to students must be pre-packaged.

VPAs are *not* required to attend or plan those virtual House Dinners.

#### Weekly 1:1 with RA(s) & VPA

RHs will check-in either by Zoom, phone or Microsoft Teams virtually once a week with their RA(s) & VPA. Any issues or concerns should be addressed immediately to their ADRL. *N.B.* The RA & VPA will be instructed that any emergencies or immediate concerns should be addressed the same day, and *not* saved to report at that meeting. Most of those meetings will be held virtually or if held in person, will follow all current social distancing safety guidelines.

The House Team (RH(s), RA(s), VPA) will also be asked to meet (individually and/or with their House staff) with their Assistant Director of Residence Life. Most of these meetings will be held virtually or if held in person, will follow all current social distancing safety guidelines.

#### RA & VPA Weekly Report

*Each* RA & VPA will complete a report once a week and submit this report electronically to their Resident Head(s) by Sunday. The Resident Head will then submit a weekly report to their Assistant Director of Residence Life (ADRL) by Mondays at Noon.

*N.B.* ADRLs will provide individual expectations to the RHs, RAs & VPAs regarding weekly reports. The RA & VPA weekly reports must be submitted to the RH(s) on *Sundays of each week at a time designated by the Resident Head.* The Resident Head will then submit their weekly report to their ADRL *by 12:00 pm CST on the Monday of each week.*

#### RHs, RA & VPA – Title IX Reporting Obligations

Resident Heads, Resident Assistants, & Virtual Programming Assistants serve as employees with reporting responsibilities in relation to issues of Title IX. RHs, RAs & VPAs *must* report all incidents disclosed to them to the Office for Sexual Misconduct Prevention and Support at The University of Chicago.

*N.B.* Individuals with Title IX Reporting Responsibilities will not “investigate” any of the incidents reported to them or make outreach to those alleged to be involved. RHs will gather information from the reporting individual and report it immediately to a Title IX Coordinator via the on-line form (link above). RHs must remember to not disclose any information related to the incident, including names and/or description, to anyone other than a Title IX Coordinator.

The only individuals the RA & VPA can discuss information that that has been disclosed with, are the Title IX Office, and their Resident Head(s) for support. RHs, RAs, & VPAs may also seek support from their Assistant Director of Residence Life.

## Safety & Security

Part of the RH position is to support the safety of the community. Given this expectation, Resident Heads are required to participate in the hall on-call rotation, along with the Resident Assistants(s). Staff need to be present in the building during the evenings to respond to emergencies. The staff member on call must be available and in the hall for all\* buildings between the hours of 7:00pm and 8:00am.

\*If you are the RHs for **Snell-Hitchcock** please see the HRL staff manual for clarification.

In Snell-Hitchcock staff are expected to be in the building from 9:00pm-8:00am, with the ability to be 15 minutes (walking distance) from the buildings Monday through Wednesday.

There is no expectation that any RA confront any policy violation or speak with any student in person. Policy violations, and any issues RAs learn about should be communicated to their Resident Head, their ADRL, or the ADRL on call as soon as possible.

RHs, RAs, & VPAs will also be instructed on filling out an Incident Report (for incidents other than Title IX). All Incident Reports written by RAs & VPAs will be submitted within 24 hours after an incident takes place (or 24 hours after the incident is disclosed).

## RH, RA & VPA Incident Reports

Under normal circumstances, except for disclosures of Title IX incidents, undergraduate student staff would not submit Incident Reports. However, for the 2020-2021 academic year, Housing & Residence Life will use a formal document for any RAs & VPAs to complete. Housing & Residence Life would always prefer for the Incident Report (outside of Title IX) to come from the Resident Head, however this is a unique and unprecedented year.

Formal reporting of information after an incident occurs allows for greater support of students. Situations that the RHs, RAs & VPAs encounter in the virtual or in-person House environment can grow or escalate in unpredictable ways. In many cases, the RH(s), RA(s) & VPA knows the situation and the students involved better than most, and their knowledge and insight can make a real difference in how complicated situations get resolved, and students get resourced. Incident reports are due *within 24 hours* after an incident has occurred. The RH will continue to use the same Incident Report:

RHs – [https://cm.maxient.com/reportingform.php?UnivofChicago&layout\\_id=5](https://cm.maxient.com/reportingform.php?UnivofChicago&layout_id=5)

The RA & VPA Incident Report (IR) form should be used by any RA & VPA to record all student and virtual community matters of concern (outside of Title IX). If RAs & VPAs are having conversations with their RH(s) or Assistant Director of Residence Life, or the ADRL on Call, then the RA or VPA can use the RA & VPA incident report to ensure that a record exists. Incident reports are due *within 24 hours* after an incident has occurred (or is disclosed) to the RA or VPA.

RA & VPA IR – TBD (*link will be sent to all student staff and Resident Heads*)

## Staff Meetings

Staff members in each hall meet as a group on a regular basis (usually biweekly) for staff meeting to discuss programs, community concerns, and the state of the Hall in general. For the foreseeable future, those staff meetings will be held *virtually only*. Staff must notify their ADRL & their Resident Deans *in advance* if they are going to be late or miss any staff meeting.

## Administrative Tasks

RHs & RAs will support the Office of Housing and Residence Life in their procedures that take place during the academic year including the student staff selection process, and Housing Lottery. VPAs will be used only in a

limited capacity for those administrative tasks.

RHs & RAs may take part in the assistance of students signing up for their Houses and understanding the room selection process. As part of supporting community building & engagement, RHs, RAs, & VPAs are expected to support the staff selection process and room selection process for their House – preferably virtually, but this may occur in person following all social distancing and safety guidelines.

## **Student Conduct**

### Student Conduct and Community Standards

Students at the University of Chicago are expected to take a great measure of responsibility for regulating their own lives. The University does not impose a lengthy list of policies and procedures governing students' conduct. It does, however, prohibit behavior that infringes on the rights of others, is dangerous, or is illegal. For the 2020-2021 academic year, Housing & Residence Life will amend and change some of their policies to support the health & safety of all students and staff. All staff must be aware of those policy changes.

As University officials, Resident Heads must see that students' rights are protected and that conditions in the House support the educational goals of the University. To those ends, Resident Heads enforce rules, and when appropriate, impose disciplinary sanctions upon students (after consulting with their Assistant Director) or refer disciplinary cases to other University administrators. Additionally, Resident Heads are also responsible for their conduct and for abiding by all applicable University policies.

Any conversation over student conduct in the House should be held virtually. If absolutely necessary, any in-person meeting should follow all social distancing and safety guidelines.

The RA & VPA are *not* responsible for enforcing any policy. However, if they become aware that a student is violating a policy (or law), they should report any alleged infractions to their Resident Head(s).

### Professional On-line Etiquette

Resident Heads are tasked with dealing with issues of any student (including RA & VPA) acting inappropriately online. If an RA or VPA becomes aware of inappropriate or concerning posts, they will notify their RH(s). RH(s) should inform their ADRL if this occurs.

### Student Emergencies

The ADRL-on-call line (773-702-6165) should be used by all RHs after hours and on the weekends. During business hours, the Resident Head will contact their supervisor (ADRL) directly.

## **Privacy**

Housing & Residence Life staff members are expected to maintain appropriate levels of privacy around both issues and persons involved (staff, students, & guests) unless maintaining this privacy would compromise the health and safety of students/guests and/or staff members. Information of a critical nature should be reported in a timely fashion (*within 24 hours*) directly to the appropriate staff member (Resident Head(s), Assistant Director of Residence Life, Assistant Director of Operations, Senior Associate Director of Residence Life, Executive Director of Housing & Residence Life, or the Title IX Office), who will address the issue. Confidentiality should *not* be promised as it establishes an expectation that information will not be divulged without the expressed consent of the student and RHs have a duty to report.

## **Relationship to Other Housing Staff**

### RAs & VPAs & Assistant Director of Residence Life (ADRL)

The RA & VPA is supervised by both their Resident Head(s) directly and their Assistant Director of Residence Life indirectly during the 2020-2021 academic year. RAs & VPAs are required to check-in once a week (weekly

1:1 via phone or on-line medium, and via their weekly report) with their RH(s). RHs also much check in once a week (via their weekly report) with their ADRL.

#### Senior Resident Assistant (SRA)

The RA & VPA will have a monthly check-in virtually with their Senior Resident Assistant. The SRA will also check-in at least twice a month with their ADRL. In terms of responsibilities for the SRA position, the SRA will report directly to their Assistant Director of Residence Life.

#### Resident Deans

Resident Deans are appointed by the College and are the intellectual stewards of the community. There are now 10 sets of Resident Deans – Burton-Judson Courts, Campus North Residential Commons (2), Max Palevsky Residential Commons, Renee Granville-Grossman Residential Commons (2), International House, Snell-Hitchcock Residence Hall, and Woodlawn Commons (2). All Resident Deans are senior members of the university faculty. The Resident Deans offer programs and activities on a building-wide scale which are aimed at promoting a sense of community on a larger scale (working toward creating Hall affinity) and which cultivate students' involvement in intellectual and cultural programs, particularly those offered by the city. In addition, the Resident Deans take an interest in the general quality of life in the Houses and work directly with the staff in Housing & Residence Life in addressing related issues. They are actively involved in the decisions to appoint and re-appoint Resident Heads but do not provide daily direction to Resident Heads in their work with students or their House communities.

Resident Deans will offer virtual (or limited in-person) opportunities to connect with students in your community. RHs & RAs & VPAs who are aware of those opportunities are expected to share those opportunities with the students in your House. For opportunities that take place in person, only students living in residence will be permitted to attend, and all current social distancing guidelines are to be followed.

#### Coordination with Departmental Partners

Housing & Residence Life supports the programs, services and operations of the residence halls. The Operations team led by the Senior Associate Director for Operations serves as a liaison to Facilities Services' housekeeping and maintenance function, as well as, directly supervising front desk operations, and providing various resident services (cable, laundry, rentals, etc.). An Assistant Director of Operations (ADO) manages these functions in each residence hall. Resident Heads are expected to work closely with the ADO. In addition, Housing & Residence Life works closely with UChicago Dining and their staff in addressing issues that affect the quality of life in the Houses and in the dining halls.

#### Additional Student Services in the College

The Housing & Residence Life staff maintains a very close working relationship with the Office of the Dean of Students in the College where the academic advisers of the undergraduate students are located. Advisers and Resident Heads (in consultation with their Assistant Director of Residence Life) are expected to confer throughout the year to discuss their concerns about students as they seek ways in which they may assist and support those students.

#### Knowledge of Campus Partners & Student Resources

Resident Heads must develop a good working knowledge of the services offered to students by other offices of the University, in particular, Career Advancement, the Center for Leadership and Involvement (CLI), Office of Sexual Misconduct Prevention & Support (Title IX), Student Counseling Services (SCS), Student Disability Service (SDS), the Center for Identity & Inclusion (CII), and Student Health Services (SHS). We have found that the students who can benefit from the services of these and other University offices are more likely to use such services when encouraged to do so by their Resident Heads, Resident Assistants, & Virtual Programming Assistants.

### **Time Commitment & Academic Calendar Considerations**

Resident Heads are expected to be present in their House the majority of evenings and weekends. Staff members do not have to be in the Houses at all times but must be present enough to know what is going on, to be available to students (virtually or via electronic communication), as well as perceived as being available. Staff members are expected to respond to major problems in the community, to maintain a safe & respectful environment, and to perform routine administrative tasks (responding to email, writing incident reports, etc.). Successful staff members take the initiative in keeping in touch with their Assistant Director, their students, and in anticipating problems before they become crises.

In general, staff members are discouraged from being away from the Houses frequently. Some time away of course is not only useful but necessary for self-care. Any commitment or activity which requires you to be away from the House overnight or longer (even if this is just ½ of an RH couple) should be approved in advance by your supervising Assistant Director of Residence Life. As part of the absence request process Resident Heads will work with their Assistant Director to put in place a coverage plan during their absence and assist in finding another Resident Head who will serve as the emergency responder.

Please know that if you elect to travel, when you return you will be responsible for following all state, City of Chicago, and University guidelines when it comes to any quarantine necessary when you return.

Ordinarily we advise that absences should be particularly avoided during the first 6 weeks of the Fall quarter, however there can be exceptions. Opening Weekend, O-Week, & End of Quarter Closings are times it is almost impossible to grant a request to be away (but please know we would always want to discuss a request away during those times).

The Fall Quarter of the 2020-2021 academic year will end for in-person instruction on Friday, November 20, 2020. Students will still be allowed to stay in residence (*as long as they sign up ahead of time in the student portal*) until the end of the Fall Quarter on Saturday, December 12, 2020. Resident Head will be required to stay in residence until Saturday, December 12, 2020. Resident Assistants and Virtual Programming Assistants will be allowed to leave on Sunday, November 22<sup>nd</sup>, 2020 (*or permitted to stay if they sign up in the student portal*) but are still expected to support their House community virtually until Saturday, December 12, 2020.

Please know that the academic calendar dates and times for the 2020-2021 academic year will continually be in flux and Housing & Residence Life may need to adjust staff responsibilities as needed to keep students and staff safe and supported. We thank you in advance for your flexibility as we work together to make those necessary adjustments in real time.

Resident Heads are *not* expected to remain in residence during the Winter and Spring interim periods, although they must remain until all students have checked out. At least one Resident Head in each House is expected to be back in residence no later than 8 am on the morning the halls re-open after Winter and Spring interim. Again, we ask for your flexibility if any of those break periods need to be adjusted.

### **Terms of Appointment**

The appointment as Resident Head is an annual appointment with reappointment subject to a satisfactory review each year. It is expected that Resident Heads plan to be in the position a minimum of 2 years. Most candidates remain in the position for 3-5 years. Incumbents seeking to be re-appointed beyond a fifth year will be determined on a case by case basis. Appointments may be terminated at any time if Housing & Residence Life concludes that such termination is appropriate.

Resident Heads must maintain their full-time student, staff, or faculty affiliation with the University throughout their period of employment. The appointment considers the compatibility of the candidate's current primary academic or professional undertaking at the University with the requirements of the Resident Head position.

While only one member of the applicant couple must have University affiliation, a change in the original affiliation may be a reason for review of continued appointment. Please note, that as of June 2020, Resident Heads who accept a Teaching Fellowship Post Doc that is part of the collective bargaining union will not be allowed to continue in the Resident Head position.

The Resident Head position exists in Workday, the University's HR/Payroll system, as a 20 hour per week position. The University requires that all graduate students who have multiple jobs on campus which results in them working more than 20 hours per week receive permission from their dean of students. If you are a graduate student, and you hold ANY additional jobs on campus, Campus & Student Life Human Resources needs a letter from your dean of students granting permission for you to work more than 20 hours per week.

### Compensation

Resident Heads are provided with apartments in House where they are assigned. Apartments can be provided fully furnished, partially furnished, or unfurnished, depending on the needs of the particular Resident Head(s). Please note that all residence halls are non-smoking, including the RH apartments. Resident Heads can expect to occupy the apartment on a year-round basis if the appointment is renewed for the next academic year. Resident Heads may be asked to re-locate to another apartment in Housing if construction or renovation projects that occur during the summer so require. Resident Heads whose appointments have ended with the Spring Quarter of a given year, must vacate their apartments by July 15.

Each Resident Head apartment contains a University telephone (landline) and wireless computing network connection. Local and on-campus calls are covered by the landline.

Resident Heads are also provided with board when the dining halls are in service during the three quarters of the academic year.

Resident Heads receive an annual stipend (\$9,700 for 2020-2021) which is paid beginning with the last pay period in October through the last pay period in May. For tax purposes, salary stipends are considered taxable income. As Resident Heads are required to live in Housing, and ordinarily take most, if not all of their meals in the dining halls, the value of the apartment accommodations and required meals is *not* considered taxable. *Please note, if the University determines that in order to comply with health and safety guidelines and/or ensure the safety of residents that the residence halls must be vacated, after students depart Resident Heads may be released from their duties and will receive no further monetary compensation. As long as campus dining commons are operational, Resident Heads will be able to utilize their meal plan but if the dining commons close, that meal plan will end.*

During the term of the appointment, and after appropriate review and consultation, Housing & Residence Life may remove a Resident Head for inadequate or improper performance of responsibilities or for conduct that, in the judgment of Housing & Residence Life, may be detrimental to the House or may compromise the effectiveness of the Resident Head. In addition, a Resident Head will be removed should they no longer have an applicable affiliation with the University\*. In the event Housing & Residence Life determines that a removal or termination is appropriate, the Resident Head must vacate the House within the time determined by Housing & Residence Life. *\*There may be exceptions to this, however this must be discussed prior to the loss or change in university affiliation.*

The Resident Head appointment may be renewed if, in the judgment of Housing & Residence Life, reappointment is in the best interest of the House and Housing & Residence Life. A decision on reappointment is ordinarily made in the spring and is based upon an assessment by the Assistant Director of Residence Life and the Resident Deans along with the Senior Associate Director of Residence Life or Executive Director of Residence Life taking into consideration the Resident Head's contribution as well as the overall needs of the House community.