

Resident Assistant Conditions of Appointment 2024-2025

University of Delaware Residence Life & Housing

Edited February 27, 2024

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

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

1. The student staff appointment period is for one full academic year (August reporting time through May Commencement). The appointment period includes Winter Session, during which Resident Assistants are expected to be on campus unless they have a specific pre-approved academic commitment elsewhere (i.e., Study Abroad).
 - a. There may be opportunities to reduce staff on campus over the winter session, which would be confirmed by mid-November (after winter courses have been confirmed). Any RA who requests and is approved to be away for winter will not be paid for this time.
2. The Resident Assistant appointment is not automatically renewed each year. Student staff members must request and be granted reappointment each year. Appointment renewal may be denied for reasons including, but not limited to, lack of satisfactory job performance, failure to fulfill job responsibilities, ineligibility due to GPA requirements, and/or renewal requests that compromise other conditions of appointment, such as student teaching, intensive internships, or half-year reappointments. See 17 for additional information.
3. Student staff members will be evaluated on the performance in their position. This evaluation is based on a number of factors including, but not limited to, self-assessment, resident student feedback, peer feedback, and supervisor observation.
 - a. In the event a staff member is not meeting position expectations they will be subject to accountability measures (such as warnings and probation status up to termination) and will be expected to participate in performance improvement plans. Accountability measures will be progressively implemented when appropriate.
4. Resident Assistants are required to participate in all staff team development and training sessions. This includes summer training, mid-semester in-services, winter session training, ongoing training sessions, staff meetings, retreats and other development and training activities.
 - a. Due to the fact that summer and winter training sessions are not reproducible, staff members must attend all sessions and may not miss nor be excused from training sessions due to curricular commitments such as research programs or co-curricular involvement such as sports practice, band practice, etc.
 - b. Some retreats, meetings and training sessions will occur at night or on weekends.
 - c. If the University of Delaware second summer session overlaps with Resident Assistant August training, participating Resident Assistants are expected to adjust academic plans in order to attend each day of training unless preapproved.
 - d. Resident Assistants are required to complete asynchronous online training modules during the summer prior to their academic year of employment.
 - e. Resident Assistants are required, during their first fall semester on contract, to complete an extended training that spans into the first half of the semester. This training will be a

combination of asynchronous modules and in-person meetings.

- f. Please note the following dates for RA Trainings in AY24-25. (This list is not exhaustive):
 - i. Sunday, August 11th- Monday August 26th- RA Training, including RA Training Camp, Residence Hall Check-ins and UD Welcome Days activities
 - ii. Friday, October 4th- 3:00pm-5:00pm- All Team Inservice
 - iii. Monday, January 27- Sunday, February 2nd- RA Training & Residence Hall Check-Ins
 - iv. Friday, March 7th- 3:00pm-5:00pm- All Team Inservice
5. Because student staff members serve as resource referrals for various offices and opportunities on campus, they may occasionally be required to attend workshops, programs, or other opportunities hosted by a campus partner office or outside expert in order to increase the studentstaff member's own expertise and serve as a better resource for their residents.
6. Student staff members encounter sensitive and confidential student information. This information includes, but is not limited to, areas such as interpersonal relationships, mental health concerns, personal history and background, and policy infractions. Information about residents not expressly defined as public information by the University of Delaware cannot be shared with any party outside of Residence Life & Housing, Division of Student Life, and UDPD administrative chain of authority unless authorized by Residence Life & Housing exemptstaff. Resident Assistants are not permitted to engage in public comments that demean or besmirch students under their scope of responsibility.
7. Staff members are provided access to administrative resources such as a staff office and keybox which holds students' room keys and building master key(s). Staff are expected to protect this access and report if their lost ONEcard or staff key immediately to supervisor. Administrative costs associated with lock changes due to staff loss of office keys or master keys will be charged to the staff member.
8. Student staff members should understand that they can be viewed as representatives of Residence Life & Housing and the University of Delaware at all times, yet they are not authorized to speak on behalf of the University or the Office in an official capacity. It is expected that student staff members do not use their position title when expressing views on any aspect of the University of Delaware to the media or in any written or online mediums.
9. Student staff members are certainly allowed and encouraged to professionally express disagreement to their supervisors when personal values, mission, and philosophies are not congruent with Residence Life & Housing and/or the University of Delaware. Discussion of this sort is considered beneficial and will be valued and appreciated. If student staff members ever feel that their concerns are not received appropriately, they should escalate these concerns to the appropriate member of Residence Life and Housing leadership.
10. Any student staff member who resigns or is terminated during the contract period must vacate the staff room/apartment within 48 hours of their appointment separation, unless otherwise arranged with the supervisor. Upon separation, Resident Assistants remain bound by the full academic year Housing Contract.
11. Due to the critical nature of presence on the floor and building community, RAs are expected to have their primary residence be their provided on-campus housing assignment. For this reason, time away from campus of 2 or more consecutive nights must be communicated to, and approved by, a supervisor in advance.
12. On the rare occasion that a student staff member requires an absence from position duties for five consecutive days or more, a request for leave form must be approved by the supervisor and submitted to the appropriate payroll staff to stop pay for the appropriate period.
13. Resident Assistant positions are only open to students enrolled in the undergraduate colleges of

the University of Delaware. RAs must be fully matriculated in a degree granting program. Once degree requirements are met, eligibility for staff positions is discontinued. Loss of full-time matriculated student status for any reason will result in the loss of the Residence Life & Housing position unless an exception is granted.

- a. Students in a 4+1 or 3+2 program are ineligible to continue as an RA once they have completed undergraduate requirements.
 - b. Continuing Education students are not eligible for appointment.
14. The demands placed on staff members by their academic and Residence Life & Housing responsibilities make the following limitations necessary: Staff members must maintain and successfully complete a full-time credit load (12-17 credits for undergraduates) unless an exception is supported by the Office of Disability Support Services. Dropped and audited courses do not count toward the minimum credit requirement for full-time enrollment at any level. Enrollment in Winter Session classes is not required.
 15. Undergraduate staff members must maintain a 2.2 semester and cumulative GPA or higher. Failure to do so will result in academic review status and can lead to termination of appointment. Undergraduate staff members who receive a semester GPA of 1.0 or less will be terminated.
 16. Undergraduate staff members may work outside of Residence Life & Housing only with the advance approval from their supervisor, in consultation with the appropriate Residence Life & Housing leadership. If approval is granted, the staff member may work a maximum of ten hours per week outside of the Resident Assistant position.
 17. Major academic and co-curricular commitments beyond class work must be limited and undertaken only with prior approval of the supervisor, in consultation with the appropriate Residence Life & Housing leadership. This includes but is not limited to internships in excess of 10 hours or more a week, sports teams, outside employment, leadership positions in organizations and multiple evening classes. Members of sports teams that travel extensively may not be Resident Assistants. Members of teams or organizations whose practice schedules conflict with summer staff training must be able to attend all training sessions as stated above.
 18. Undergraduate staff members who student teach or engage in cooperative educational activities (co-ops) must request approval to continue in the RA role. The supervisor and appropriate Residence Life & Housing leadership will review the request and use the staff members' performance to date to make a determination on the request. Anyone with such an exception must develop approval plans in advance with a supervisor, which may include required open-door hours for residents. Residence Life & Housing may consult with the appropriate department for staff members who will be involved in clinical experiences associated with the Nursing, Medical Technology, Physical Therapy and any other similar programs before permission will be granted to hold a student staff position while undertaking such endeavors. Additional conditions of appointment may apply if permission is granted.
 - a. Students are ineligible for the RA role if their first semester as an RA coincides with a full-time student teaching appointment.
 19. Staff members' personal cellphone numbers will be collected and may be used as a point of contact by supervisors for emergency situations.
 20. Staff members must adhere to all University policies. A staff member will be terminated if they violate University policies while under contract unless an exception is authorized by the appropriate Residence Life & Housing leadership. Please note that exceptions to this policy are extremely rare. Staff members are not permitted to attend social functions on or off campus involving illegal drugs or where there is underage drinking.
 - a. If a Resident Assistant is involved in an incident that results in a campus or legal conduct referral, that RA must immediately notify their supervisor of the incident and pending charges.
 - b. Resident Assistants, like any student, are eligible for Amnesty in relation to the conduct

process. However, Amnesty does not apply to an RA's employment status and an RA may face termination from the role if in violation of University policies.

- i. Any Resident Assistant in a situation that would require calling for medical assistance and elects not to seek help may face additional accountability.
 - c. In cases where a staff member is accused of a policy violation that requires investigation by University of Delaware Police Department, Office of Equity and Inclusion, or any other campus entity, staff members may be placed on an administrative leave from the RA position. If this were to occur, staff would be required to vacate their staff housing assignment and suspend all RA-related duties until a determination was made in the investigation.
21. The University of Delaware is an educational institution. Therefore, the expression of a variety of viewpoints is encouraged. However, Residence Life & Housing staff members should refrain from using their position to promote a particular religious doctrine or partisan political viewpoint.
22. Resident Assistants are required to purchase a meal plan (except Resident Assistants living in apartment-style housing). This includes Winter Session, when a special, discounted plan is offered to RAs for the winter session only.
23. Actual or perceived conflicts of interest may arise when an amorous or romantic relationship exists between Residence Life & Housing supervisors, fellow staff members, and employees or between Residence Life & Housing staff members and building residents. An amorous relationship exists when two people have a sexual union or engage in a romantic partnering. A Residence Life & Housing staff member who enters into an amorous relationship with an employee or resident, where a professional power differential exists, places oneself as well as the University of Delaware in a difficult position. In situations where a conflict or the appearance of a conflict of interest arises, Residence Life & Housing will take whatever action it deems appropriate (including reassignment) to minimize such conflicts.