2014-2015 Resident Assistant Agreement

I, ________________________________, understand Resident Assistants work with students and other Residence Life personnel to promote a socially, culturally, and educationally enriching experience for students. It is important to note that responsibilities and expectations of the leadership position vary depending on the nature of the floor and/or building community along with the time of year.

Academic, Community and Interpersonal Development:

As a Resident Assistant, I will demonstrate investment in the overall growth and welfare of each resident. I understand that I am responsible for facilitating the development of community among my residents and the hall, and developing an environment that fosters and supports residents’ academic success. In doing so, I commit to the following:

A. I will be available and accessible to residents, spend adequate time on the floor, and regularly interact with the hall/floor community.
B. I will assist residents with personal, relational, social, cultural, emotional, and academic concerns while ensuring privacy, sharing with Community Director, and referring students to appropriate resources. This includes recognizing problems and potential problems.
C. I will celebrate student academic success and actively intervene with academic challenges.
D. I will provide opportunities for resident’s academic exploration while developing an environment conducive to study.
E. I will help residents feel like equal and important members of the community.
F. I will establish a rapport with residents so they feel comfortable approaching me with ideas and concerns.
G. I will lead collaboratively with my fellow team members and supervisor to resolve interpersonal conflicts.
H. I will attempt to recognize the talents and interests of residents and encourage involvement in related activities as well as encourage resident exploration of new activities and new skill development.
I. I will make students aware of their roles and responsibilities in the community by explaining and utilizing the Policies & Procedures for Hall Living.
J. I will enforce policies consistently and without bias or malice.
K. I will conduct floor meetings at the request of Residence Life and/or residents.
L. I will fulfill all expectations as they relate to departmental programming model(s).
M. I will serve my staff and Residence Life as a representative, liaison, advisor, committee member, or other appropriate role.
N. I will serve as a role model for residents and other team members by:
   1. Upholding all laws, policies, and procedures of the State of Arizona, The University of Arizona, and Residence Life.
   2. Taking a responsible and active role in the hall and campus community.
   3. Treating all members of the community and others with respect.
   4. Being respectful of others’ differences and cultural backgrounds.
   5. Showing leadership in sustainability.
   6. Confronting inappropriate behavior in a respectful, assertive, and responsible manner.
   7. Being responsible about academic commitments including class attendance.
   8. Using all internet and computer related communications (i.e., Twitter, Facebook, etc.) in an appropriate manner.
   9. Maintaining good academic and conduct standing with the University and Residence Life.

I understand that illegal and/or irresponsible behaviors that include the use of alcohol or drugs on or off campus may affect my RA status and lead to removal from the RA position.
Team Functions and Supervisor Interaction

I understand that the position of Resident Assistant requires a set of guidelines with regards to working within a team dynamic and being supervised by a Community Director. I commit to the following:

A. I will maintain a positive working relationship with my supervisor, showing respect for him/her/hir as a supervisor and as a person. I will keep my supervisor informed of relevant issues, provide feedback as appropriate, and accept feedback in an appropriate manner.

B. I will comply with all reasonable position related requests and responsibilities in a timely appropriate manner.

C. I will not participate in any form of gossip, or negative dialogue, concerning residents and/or hall staff with hall residents, other RAs or supervisor, and will consider the time, place and manner in which I engage in conversations.

D. I will communicate directly with fellow team members and my supervisor in any situation where I feel that I am not being heard.

E. I will not participate in any behavior that may be construed as undermining to the group dynamics of the hall team.

F. I will attend all required meetings/events as set forth by my Community Director (i.e. weekly team meetings, scheduled 1:1 meetings, trainings, in-services, in-hall, hall council, RHA, and campus/hall programs).

G. I will be provided with a meal allowance each semester with the understanding that it will provide me the opportunity to interact with my residents outside of the residence hall. Any balance of my meal plan at the end of the Fall semester will roll over to the Spring semester.

Facilities and Operations

I understand that RAs play an important role in the management and operation of the residence halls and that my RA responsibilities include:

A. Educating residents about maintenance and custodial staff roles and resident responsibilities.

B. Educating residents about safety and security issues.

C. Educating residents on proper use and function of keys and card access systems.

D. Reporting emergency situations and enacting emergency procedures when necessary.

E. Supporting Maintenance and Custodial staff efforts to provide safe, secure, sanitary, and attractive facilities.

F. Assisting in the administrative check in and check out of residents, room selection, and hall/room transfers in a timely manner.

G. Ensuring accurate and thorough Room/Apartment Condition Reports are completed.

H. Reporting facility concerns through online requests or emergency call-outs as appropriate.

I. Completing room inspections as directed by Community Director/Department.

J. Modeling concern for the environment by respecting property, picking up trash, and actively supporting recycling efforts.

Training

A. I will fully participate in all staff training and development activities including fall training, fall opening, January training, January opening, on-going training, departmental in-service requirements, hall staff development activities, and staff retreats. I will return to UA for fall and January training by the times and dates listed on the Key Dates form.

B. If I anticipate I may not be able to make any portion of Fall or January training or opening, I will submit a written request for an exception to the Assistant Director for RA Selection and Training. I understand that consideration will be given to written requests submitted no later than the deadlines listed on the Key Dates form. I understand that that if I am a new RA, I may not miss any Fall training.
GPA/Credits

A. I understand that I must maintain full time student status at the University of Arizona and be progressing toward graduation to maintain RA eligibility (enrolled in 12 undergraduate credit hours per semester with a maximum of 6 credit hours from Pima Community College, or 9 graduate credit hours). I am not to exceed 18 credit hours per semester without the permission of my Community Director. I also understand that I must maintain at least a 2.5 minimum cumulative GPA, and if I continue from one semester to the next, I must have successfully completed a minimum of 9 credit hours the previous semester with a semester GPA of at least a 2.5.

B. I understand that if I fall below the minimum GPA (either semester or cumulative), or fail to successfully complete 9 credit hours, during a semester I may be granted one semester of probation at the discretion of the Senior Director for Residential Education or his designee(s). I understand I will only be granted one semester of probation during my tenure as an RA. I also understand that failure to meet minimum GPA and/or credit requirements a second time may result in being removed from the position and/or having my offer for reappointment rescinded. I will not be eligible for reappointment if my cumulative GPA is not at least 2.5 at the end of spring semester (or the end of first summer session).

C. If for some reason I need to drop below full-time status, I must request an exemption in writing to the Senior Director of Residential Education.

Outside Commitments/Work

I will discuss all extra-curricular, non-UA credits, excessive course-load (over 18 credits), volunteer, or employment commitments with my Community Director prior to assuming commitments outside of the position, so as to ensure that I am able to appropriately balance all of my responsibilities.

Personal Conflicts of Interest

I agree that in all instances, prior to engaging in a relationship with another team member within the department or with a resident, that I will consult with my supervisor immediately in order to clearly determine if any potential conflict exists. I understand that a failure to report relationships to a supervisor may result in removal from the RA position.

Duty

A. I understand that duty responsibilities rotate among staff according to hall needs. Duty shifts occurring Sunday-Thursday begin at 7:00 PM nightly and continue until 7:00 AM. Duty shifts on Friday and Saturday begin at 7:00 PM and continue until 7:00 PM the next day. During weekend duty shifts I can be outside of my hall from 11:00 AM to 5:00 PM provided I carry the on-duty phone, can respond to any duty call within 10 minutes, and am within the greater campus boundary. The campus boundary consists of the square created by Euclid Avenue to the West, Helen Street to the North, Campbell Avenue to the East and Eighth Street to the South. Exceptions to this boundary, for academic purposes, will be approved on a case by case basis by my Community Director. I understand that I may be asked to perform extra duty based on high amounts of activity or other major and impactful events. This will be determined by my CD.

B. As an RA on duty, I am to be available in the hall, accessible in the hall and wearing my departmentally issued nametag throughout that time. This means I will be on-time and present through the duration of all duty shifts. Failure to do so may result in termination. Duty rounds occurring Sunday-Thursday are required at 7:00, 10:00, and midnight. Duty rounds occurring on Friday and Saturday also include a set at 2:00 AM and a follow-up set of rounds Saturday and Sunday afternoon. The weekend afternoon rounds will be determined based upon the needs of the community and at the discretion of the Community Director.

Availability

I understand that availability is a prerequisite to fulfilling RA job responsibilities. I may spend a maximum of two weekends away from the hall per month, which must be approved in advance by the Community Director. I am expected to spend all other nights in my room. I will follow all guest policies and not have visitors for extended periods of time as this may interfere with my accessibility to my residents (real or perceived). I further understand that I must have a land-line phone and voice mail/answering machine in my room and will respond to all calls in a timely manner.
Holidays/Breaks/Closings

A. I understand that I share responsibility for staff coverage during holiday/break periods when residence halls are open (e.g., Thanksgiving, Spring Break). I understand that I may not leave the hall before the dates listed in the Key Dates Form AND until all my closing responsibilities are complete and I am excused by my Community Director. I also understand that once released of duties at the end of Fall semester, I may not return to my residence hall until the time listed in the Key Dates Form for any reason, including academics.
   1. If placed in the 12 month hall, I understand that I will be responsible to assist with duty and programming efforts during Winter / Summer breaks.

B. I will clear all vacation/travel plans in advance and prior to making any reservations with my Community Director. If I depart from the residence hall prior to completion of my duties and before being officially released by my Community Director, I understand this may lead to disciplinary action, ineligibility to be reapppointed, or may render me ineligible for employment by Residence Life.

Programming

A. I understand that I will be responsible for planning, implementing, and presenting programs (activities) for residents and/or staff
   1. This includes creating new programs, utilizing existing campus events, and collaborating with other staff and students on campus.

RA Reapppointment

I understand that this appointment is only for the 2014-2015 academic year, that I must apply for reapppointment, and that reapppointment is not guaranteed. Reapppointment decisions are made through the Reapppointment Process.

Hall/Room Assignment

I understand that the Department assigns me to a residence hall based on departmental needs and that, in rare cases, reassignment may be necessary. I understand that I will be assigned a rent-free room which I agree to live in as a condition of my employment. As the University attempts to provide residence hall housing for as many students as possible, I will only be allowed single occupancy of a double room after all other students have been accommodated.

Removal / Resignation

A. I understand that for unsatisfactory performance, failure to meet supervisor or departmental expectations, or breach of this agreement, I may be removed from my position by Residence Life and I will be ineligible for employment by the Department. In the case of removal or resignation, I understand that Residence Life does not have to provide me housing. I understand I have the right to appeal a removal decision that I consider to be unfounded or unjust. If removed, I will repay to Residence Life the prorated amount of my meal plan that should remain as of the date of my removal and will have any remaining funds removed from my account.

B. If, after accepting this appointment, I elect not to assume my duties or find that I cannot, it is my responsibility to immediately notify the Assistant Director of Staff Selection & Training, in writing, that I am resigning from my Resident Assistant position, and attempt to notify the Community Director of the hall to which I was assigned. By resigning from my RA position, I understand that I am also forfeiting a space in the Residence Halls for the 2014-2015 academic year, unless there is space available.

C. I understand that this position is for the entire academic year. My position may be removed immediately upon notifying my supervisor of plans to leave the position early (such as fall graduation, spring study abroad, or other).

D. I understand this agreement is only valid in conjunction with the signing of a Residence Hall License Agreement and Housing Application. I understand that this agreement is subject to the availability of funds and may be canceled if funds are not available or if the residence hall(s) or a part thereof is closed. I will receive a copy of this agreement for my records.
## Accepted and Agreed to:

*(Please print)*

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Student ID Number</th>
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<th>Permanent Mailing Address</th>
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**Cell Phone Number:** _________________________________

**Class Standing Fall 2014:** So. Jr. Sr. Grad

**Email Address:** ______________________________________________________________________________________

**Signature:** _________________________________

**Date:** _________________________________

**2014-2015 Hall:** _________________________________

**RESIDENCE LIFE USE ONLY:**

**Appointment Approved:** _________________________________

**Date:** _________________________________

Community Director
2014-2015 KEY DATES FORM for RAs

MAY, 2014:
- Any requests to miss all or part of Fall 2014 training or opening must be submitted by May 2 to the SharePoint site.
  - Only returning RAs may submit a request.
  - All new RAs MUST attend RA Training in its entirety

AUGUST, 2014:
- New RA’s can begin move in between 12pm – 5pm on Wednesday, August 6
- Returning RA’s can move in between 12pm – 5pm on Friday, August 8
  (Note: RAs who were hired after Fall Training 2013 may be required to move in for New RA Training)
- RA Training officially begins at 5pm on August 6 (New) and August 8 (Returning)

NOVEMBER, 2014:
- Any request to miss RA Spring Training is due to the SharePoint site by Nov. 7 at 5pm. The link is listed above.
- Thanksgiving Break – the halls do not close
  - Duty coverage is needed in each hall during Thanksgiving Break.

DECEMBER, 2014:
- Halls close at 5pm on Friday, December 19
- Desks close at 7pm on Friday, December 19
- RAs must stay until released by their CD on Saturday, December 20
  - The 12 Month Hall will not close and Duty coverage is needed during Winter Break.

JANUARY, 2015:
- RAs must return to the building for Spring Training by 5pm on Wednesday, January 7
  - RAs may not return prior to Noon on Wednesday, Jan. 7
- RA Spring Training will occur Thursday, January 8 through Saturday, January 10.

MARCH, 2015:
- Spring Break – halls do not close
  - Duty coverage is needed in each hall during Spring Break

MAY, 2015:
- Halls close at 5pm on Friday, May 15
- Desks close at 7pm on Friday, May 15
- RAs must stay until released by their CD on Saturday, May 16
- Meal Plan Balances will be removed from RA accounts on May 16.

By signing the “key dates” form, you are acknowledging important departmental dates and times and will agree to abide by these dates and times as well as those listed in the 2014-2015 RA Agreement.

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<tr>
<th>14-15 Hall Assignment</th>
<th>Name (printed)</th>
<th>Name (signed)</th>
<th>Date</th>
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