

Staff Panel Member Position

The division of student affairs is seeking additional staff members to serve on the Community Responsibility Panel (CRP). Staff are integral members of these panels who help advance the educational objectives of the community standards violation process. Nominees should be staff members who have shown a commitment to honesty and integrity, evidence of sound judgment, critical thinking and analysis, a commitment to consistency in their work and interactions with others, listening skills, reflective decision making, and compassion.

Panel members are convened to review student violations of community standards (theft, vandalism, alcohol violations, etc.) that cannot be resolved through a community standards meeting with a housefellow or community responsibility staff member. Community Responsibility Panels are comprised of five members, faculty, students, and staff. The panel reviews the situation with the person bringing the allegation forward and the student(s) accused of violating community standards, deliberates about responsibility. At the conclusion of the deliberation, the panel forwards a recommendation for outcomes, if necessary, to the associate vice president of student affairs for community life.

Position Type: Appointed Volunteer

Time Commitment: Those who are appointed as panel members must attend a training session conducted by the Office of Community Responsibility (OCR) before being eligible to serve. The training sessions will be offered multiple times to accommodate a variety of schedules and range from four to eight hours in length. After training, the time commitment varies by availability. Panel members typically participate in one or two meetings per semester, and the average length of each panel meeting is between three and four hours. When OCR needs to convene a panel, an email is sent to the list of trained panel members for availability. The panel is then selected from the members who are available at that time.

Responsibilities

- Attend required training
- Respond to email requests for panel availability
- Pre-read the packet delivered prior to the panel convening to review case. Packets often include incident reports, student and witness statements, faculty statements, police investigation statements, pictures, etc.
- Attend all scheduled panels for which you are selected.
- Respect confidentiality of all parties involved in any violation of community standards.

Additional information about the Community Standards processes can be found in the [Carnegie Mellon Student Handbook](#).