

## Staff Board Member Position

The Division of Student Affairs is seeking additional staff members to serve on the University Disciplinary Committee (UDC). Staff are integral members of these boards 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.

Board members are convened to review student violations of community standards (theft, vandalism, alcohol violations, etc.) that cannot be resolved through an administrative resolution meeting with a housefellow or college liaison, or an academic integrity violation pattern (cheating, plagiarism, etc.). Both are five member boards comprised of faculty, students, and staff (UDC only). The board 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 board forwards a recommendation for outcomes, if necessary, to either the Vice Provost for Education (ARB) or the Associate Vice President of Student Affairs for Community Life (UDC).

**Position Type:** Appointed Volunteer

**Time Commitment:** Those who are appointed as board members must attend a training session conducted by the Office of Community Standards and Integrity (OCSI) 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. Board members typically participate in one or two meetings per semester and the average length of each board meeting is between three and four hours. When OCSI needs to convene a board, an email is sent to the list of trained board members for availability. The board is then selected from the members who are available at that time.

### Responsibilities

- Attend required training
- Respond to email requests for board availability
- Review pre-read packet delivered prior to the board convening to review case. Packets often include incident reports, student and witness statements, faculty statements, syllabi and academic assignments in question (for academic cases), police investigation statements, pictures, etc.
- Attend all scheduled boards for which you are selected.
- Respect confidentiality of all parties involved in any violation of community standards or academic integrity.

Additional information about the Community Standards and Academic Integrity processes can be found in The Word: <http://www.cmu.edu/student-affairs/theword/>