Resident Adviser
TERMS AND CONDITIONS OF APPOINTMENT

I. Time Commitment

a. The RA position is an academic year appointment beginning Saturday, August 6, 2011 until the Sunday following final examination week at the end of the following Spring Semester. RAs may be assigned work responsibilities during the break periods when the residence hall may remain open.

b. The RA will live in his/her assigned space for the duration of the appointment.

c. RAs are permitted time off 12 nights per semester. Sequential nights off are limited to no more than three per request. Advance approval from the Supervisor is required. Professional and personal reasons count as time off. Overnight absence from the hall will be considered "time off." RAs must be in their respective buildings by 1 AM Sunday through Thursday night, and by 3 AM Friday and Saturday night to avoid an overnight absence.

d. All RAs will participate in the mandatory spring paraprofessional staff class and in-services as determined by the Supervisor and/or the Office of Residence Life.

e. **RAs may not accept additional time commitments during the appointment period, unless approved in advance by the Supervisor. If additional employment/time commitments are permitted by the Supervisor, these cannot exceed 10 hours each week. A newly hired RA will not be permitted to hold another form of employment during the first 6 weeks of the first semester as a staff member.**

f. Student teaching, co-op, and internship possibilities must be discussed and approved by the Assistant Director for Staffing and Training before the RA signs the offer letter.

II. Academic Standards

a. All RA candidates must have at least a 2.5 cumulative GPA to apply and to gain employment. Cumulative GPAs will be verified during the hiring process.

b. Once hired (at time contract signed), RAs must achieve a GPA of at least a 2.3 each semester of employment. Semester GPAs will be verified after each semester.

c. If a current RA Semester GPA falls between a 2.0 and 2.3 during employment, the RA will be placed on Academic Notice. If a 2.3 Semester GPA is not achieved the following semester, s/he faces loss of position. As part of the condition of Academic Notice, the RA will have to follow an academic plan of action as discussed with his or her supervisor.

d. The Office of Residence Life will only permit one (1) semester of Academic Notice during the course of employment.

e. Any Semester GPA that falls below a 2.0 may result in immediate loss of position.

f. A RA is expected to maintain an academic load of no less than 12 and no more than 18 semester hours. Any exception must be approved in advance by the Supervisor and the Office of Residence Life.

III. Disciplinary Standards

a. All RA candidates must be in good student conduct standing with the university.

b. Some conduct charges may remove candidates from the application process. All student conduct records, past and present, will be reviewed and candidate will be notified of status.

c. On-campus or off-campus conduct deemed inappropriate for a university staff member which includes violations of the Residence Life Living Guide, the Student Code of Conduct, and/or other University policies may result in termination.

IV. Remuneration

a. Fee waiver of $975 per semester for meals.

b. Fee waiver for room rent for the appointment term. (does not include technology fee)

c. If a RA is unable to complete the terms of appointment for any reason (e.g., termination, resignation), he or she will be charged on their University of Toledo student account. The amount charged to the student account will be calculated using the amount of remuneration received and the pro-rated portion of unfulfilled responsibilities.

V. Termination

The Resident Adviser position is an at-will position. Either the Resident Adviser or the University may terminate employment at any time, with or without cause. Certain actions will most likely result in termination include but are not limited to:

a. Failure of a staff member to carry out responsibilities and/or terms and conditions of his/her appointment.

b. On-campus or off-campus conduct deemed inappropriate for a university staff member, which includes violations of Residence Life, the Student Code of Conduct, and/or other University policies.

c. Funding for the position becomes unavailable.

RAs are compensated for their employment in advance of their duties. Therefore, if an RA terminates his/her agreement or is terminated by the Office of Residence Life prior to the end of the period of appointment, he/she will be required to reimburse the Office of Residence Life for the portion of room and board for which he/she did not work.