Towson University
Department of Housing & Residence Life
Resident Assistant Employment Contract: 2016-2017

Name (please print): ____________________________________________________________ TU ID: _________________________

In signing the Resident Assistant Employment Contract, the Resident Assistant (RA) agrees to adhere to the responsibilities described in the Housing & Residence Life (HRL) Resident Assistant position description, RA manual, and to the following:

1. Period of Employment
The period of employment is for an academic year, beginning with the first day of Resident Assistant Staff Training in August and concluding when the RA has fulfilled all job responsibilities at the end of the academic year which could be up to three days after the designated closing date. An RA hired during the academic year will remain in the position until the end of the academic year.

2. Terms of Employment
   a. Each Resident Assistant needs to be familiar with this contract, the RA Position Description, and RA Manual which include a more complete listing of job duties and responsibilities. These documents may be revised from time to time. Any changes will be communicated to the RA.
   b. Official Resident Assistant evening duty begins at 7:00 p.m. and continues until 7:00 a.m. the following day. RAs will make rounds and have desk duty during this time as assigned by their supervisor within departmental guidelines. At other times, the department may require RAs to be on-duty during emergencies.
   c. Overnight absences during the week and weekends off must be scheduled and approved by the Residence Life Coordinator in advance. RAs are permitted a maximum of twelve (12) nights away from the residence hall per semester other than University recesses. No more than ten (10) of these nights can be taken as weekend (Friday or Saturday) nights.
   d. The Resident Assistant is expected to perform all duties and meet all expectations as requested by the Residence Life Coordinator, the area Assistant Director of Residence Life, Director of Residence Life, or Housing & Residence Life (HRL) staff.

3. Training, Development, & Meetings
   Resident Assistants are required to fully participate in all training and development sessions and staff meetings.
   a. These include, but not limited to, Fall & Spring Pre-Service training and meeting all in-service requirements.
   b. RAs must attend all training sessions as called by the Residence Life Coordinator or HRL. Training and development sessions may be on weekdays, evening, or weekends. If the RA has a potential conflict they must obtain permission in advance of the training from their Residence Life Coordinator. RAs are expected to participate in Fall and Spring staff selection processes.
   c. Resident Assistants are expected to be available on Tuesdays and Thursdays from 3:30-4:45 p.m. for departmental training, development, and meetings during the academic year.

4. Openings & Closings
   The RA must be available for all opening and closing activities. These include Thanksgiving and Spring Breaks, Fall and Spring Semester openings and end of the semester closings. RAs can expect to stay up to three days after the end of Spring Semester. HRL will notify staff members of the designated opening and closing dates and times, and the associated job responsibilities. Your supervisor will assign opening and closing duties.

5. Academic Expectations
   First and foremost, RAs are full-time students and must be successful in their academic pursuits.
   a. Required Grade Point Average (GPA): Each RA is expected to maintain a cumulative GPA of at least 2.5. (1) If an RA’s cumulative GPA falls below 2.5 or the semester GPA falls below 2.0, employment will be terminated. (2) If an RA’s semester GPA falls below 2.5 but is 2.25 or above, the RA will receive a letter of warning with notice to improve academic performance. (3) If an RA’s semester GPA is below 2.25 but is above 2.0, the RA will receive a letter of academic probation, need to reduce commitments outside the RA role, and the letter of academic probation will outline a plan to improve academic performance and the specific reduced commitment(s) expectations.
   b. Credit Load: An RA must be enrolled as a full-time student and take at least 12 credit hours and no more than 18 each semester. RAs seeking an exception to the credit hour requirements will need approval in advance, and in writing from their supervisor and the area Assistant Director of Residence Life.
   c. Academic Requirements: RAs seeking an exception to training sessions, RA class, or staff meetings requirements due to academic conflicts will need written approval in advance from their supervisor and area Assistant Director of Residence Life.

6. Internships & Fieldwork
   Internships and other academic fieldwork demand a significant amount of time. Therefore, first year RAs are prohibited from full time internships or fieldwork. Returning RAs who intend to have a full-time internship or fieldwork, however, must receive permission from their current supervisor and area Assistant Director the year prior to returning. Prior to beginning an internship or other academic fieldwork, the RA must seek permission from their supervisor.

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7. **Additional Employment & Extracurricular Involvement**
   The RA position is a significant time commitment above and beyond being a full-time student. With this in mind:
   a. Course work as a Towson University student and the RA job responsibilities will take priority. Therefore, the burden is upon the RA to show their supervisor that they can manage course work, the RA position, and any approved involvement in extracurricular activities or additional leadership positions. Each RA will need to discuss in advance and receive approval from their supervisor prior to any commitments to extracurricular, additional employment, and/or leadership responsibilities. If further involvement is approved, it is important for an RA not to overextend themselves, as this may lead to conflicts, which can impact job performance. When conflicts arise with approved additional involvement, the RA responsibilities will take priority.
   b. New RAs may not have other employment and/or involvement for more than 10 hours per week. Extracurricular activities and student leadership positions that provide a stipend for their involvement, are considered employment and count toward the 10 hour limit. The RA must submit to their supervisor a schedule of the hours for other employment in advance.
   c. Returning RAs may not have other employment and/or involvement for more than 10 to 15 hours per week. No more than 10 hours per week can be from outside paid employment. Extracurricular activities and student leadership positions that provide a stipend for their involvement, are considered employment and count toward the 10 to 15 hours per week limit. The RA must submit to their supervisor a schedule of the hours for other employment in advance.
   d. To broaden leadership opportunities for students, RAs are precluded from serving in elected Building Council positions. Also, RAs in the first semester of the position are precluded from serving on the University Residence Government executive board.

8. **Community Building & Resident Engagement Requirements**
   Resident Assistants are required to meet all community building, program planning, and resident education requirements in accordance with the guidelines specified by the department and their supervisor’s expectations.

9. **Compensation**
   Resident Assistants will receive room and meal plan for each semester of employment. Additionally, RAs will receive the current RA pay in bi-weekly payments during the academic year. If an RA either starts or leaves the position during the semester, the room and board fees will be prorated accordingly. The only exception to proration will be the last two weeks of each semester, when $250 will be billed to an RA who either leaves the position or does not satisfactorily complete their duties.

10. **Building & Room Assignments**
    Resident Assistants will be placed by the Department with the purpose of creating the best possible environment for each residence hall. Each RA’s capabilities, qualifications, and hall preferences will be considered when specific residence hall assignments are made. The RA’s assignment is for the entire academic year, but it is subject to change at the discretion of HRL. Resident Assistants are expected to accept any room or hall assignment.

11. **Retention & Reappointment**
    Resident Assistant retention and reappointment is contingent upon the evaluation by the supervisor, and the HRL evaluation of the RAs overall job performance. The RAs performance will be reviewed periodically. At that time, their appointment may be terminated if performance is unsatisfactory, especially if improvement seems unlikely.

12. **Resignation & Termination**
    a. If a Resident Assistant considers leaving the position, they should discuss this with their supervisor. In the event the RA submits a resignation, it should be in writing to the Residence Life Coordinator with a copy to the area Assistant Director of Residence Life and Director of Residence Life. See paragraph #9 regarding compensation.
    b. Failure to fulfill the responsibilities of the RA position can result in either probation or termination. Whenever an RA is placed on probation or is even terminated, they will receive a written notification, due process, and explanation.
    c. If an RA is involved in alleged violation of the University Code of Conduct, they may be suspended from the RA position pending disposition of the case. If an RA is found to be responsible for a violation of the University Code of Conduct, or is placed on any time of judicial probation, employment will be terminated.
    d. RAs are expected to represent the HRL department at all times. This includes their actions on and off campus and online social media. Any behavior or action that undermines the reputation, integrity, or authority of the RA position or HRL will be grounds for possible job action, including termination. Such behavior or actions are not limited to violations of the HRL housing policies or the University’s Code of Conduct.
    e. An RA is issued and/or responsible for several official keys. These keys must be used in accordance to established guidelines. If an RA loses a master key, they will be terminated from the position and may be held financially responsible.
    f. Whenever a Resident Assistant leaves the position for any reason, they will be reassigned to a different residence hall. The reassignment will occur at the discretion of the area Assistant Director of Residence Life.

Having read the Resident Assistant Employment Contract and Resident Assistant Position Description, and understanding their content, and intending to meet all expectations as described, I accept this appointment for the 2016-2017 academic year, or balance thereof.

Resident Assistant (Signature) ___________________________ Date __________

Ron Butler – Director, Residence Life ___________________________ Date __________

Revised: 2/2016