Student Engagement PROFESSIONAL & LEADERSHIP STANDARDS

The Student Engagement Professional and Leadership Standards constitute the principles of Jesuit education, professionalism, and ethical leadership, necessary to promote the common good and a congruent whole person. Representatives are to recognize that due to the nature of their responsibilities, their conduct must be above reproach. Representatives have a responsibility to behave in ways which will not have a detrimental effect upon the University or any member of the University community, and which will not compromise their integrity and commitment. Personal behavior must reflect consciousness of our Ignatian values and our role as a positive role model for all students. If at any point in time, a representative should have a question about a standard, the representative should be proactive and speak with his/her supervisor.

Representatives must agree to and understand:

1. Representatives shall assist all Students in dealing with issues in ways that reflects the University’s values and standards, i.e. The University fosters the values of openness, honesty, acceptance, fairness and responsibility in social and moral, as well as academic, matters.

2. Representatives shall promote professionalism, excellence, and integrity at all times, including but not limited to printed and online postings and interactions through social media, such as Facebook and twitter, etc.

3. Representatives will act in their practice for the benefit and welfare of students, being careful to avoid issues in which conflict of interests, bias, or dual relationships (i.e. dating a student in which you have supervision/mentoring relationship). Conflicts of interest, bias and dual relationships could jeopardize this helping stance of the Representatives.

4. Representatives will avoid acting beyond the scope of service for which they were selected and trained and will not attempt to offer professional services requiring more extensive qualification and training (i.e. mental health, medical, specific advising situations, etc). Representatives shall refer concerns to supervising professional staff, the Dean of Students, or the Department of Public Safety (DPS) depending on the urgency of the situation.

5. Representatives shall not harass or discriminate against any person on the basis of religion, race, color, sex, age, national or ethnic origin, political beliefs, marital status, disabilities, sexual orientation, or social and family background. In fact, representatives will promote and maintain an inclusive environment at all times.

6. Representatives shall keep private any personally identifiable information obtained in the course of the Representatives role, unless one receives info that potentially can harm any individual which must be referred immediately to DPS.

7. Representatives shall maintain honesty in all matters. Representatives shall not make malicious or intentionally false statements about another student, faculty, department, or any person.

8. Representatives shall be a role model for their peers both academically and socially. Representatives shall strive for academic excellence, by maintaining a G.P.A. of 2.8 and above or 2.0 for Office Assistants.

9. Representatives shall abide by Fairfield University’s student code of conduct at all times on and off campus.

10. Representatives are not to engage or be in the presence of illegal activity, this includes but not limited to banned drugs, underage drinking, hazing, purchase of items for others to use for illegal activity, etc. Representatives who find themselves in situations where illegal activity is occurring are to either address the issue with the intent for the activity to cease or Representatives are to leave the environment immediately. Representatives MUST report situations to Department of Public Safety if a student(s) life is in danger or at risk.

11. Representatives who are of age are not to abuse alcohol as well as allow others to abuse alcohol.

12. Furthermore, Representatives are expected to remove themselves from situations that may jeopardize the integrity of The Office of Student Engagement.
In order to clarify the roles and expectations of a student representative, the following has been developed to ensure the integrity of the Student Engagement Professional and Leadership Standards.

The following guide provides the general procedure if a student representative allegedly violates the Student Engagement professional and leadership standards as well as is not following through on their position’s responsibilities as outlined in their contract/job description. The list is not all-inclusive and cannot identify every situation, but it is meant as a general guide to understanding expectations of supervisory follow up.

Incidents that may result in a warning:
- Failure to meet administrative deadlines and/or act with integrity
- Unexcused lateness or absence at meetings, events, or appointments
- Failure to communicate incidents to your supervisor that others could perceive the representative in question as willing to violate or having violated the Student Engagement professional and leadership standards
- Failure to create an appreciative and inclusive environment

Incidents that may result in probation:
- Repeated or more severe offenses of the warnings as listed above
- Inappropriate relationships with students as defined in Student Engagement professional and leadership standards
- Breach of confidentiality, especially when discussing students’ issues, amongst peers (this information should be discussed with a your respective supervisor/community associate)

Incidents that may result in termination:
- Violation or more severe cases of the terms of probation and/or repeated warnings as listed above
- Blatant disregard or violation of the Student Engagement professional and leadership standards or contractual obligations and responsibilities
- Bias incidents that involves race, color, class, gender, sexual orientation, age, religion, ability, national or ethnic origin, political beliefs, marital status, or social or family background
- Any action, or lack of action, that endangers the health or well being of a Fairfield University community member

Incident that will result in termination
- This includes, but is not limited to, the violation of ANY drug, physical/sexual assault, and harassment policies

Follow-Up Process
- Representative will meet with respective supervisor (Chair, Strategist, or Professional Staff) to discuss violations of the Standards and/or neglect of following through on the position’s responsibilities
- The respective supervisor that held the follow-up conversation will summarize the meeting in a written document that will be sent to the Student Engagement Professional Staff
- The respective supervisor will determine the status of the representative (warning, probation, or termination) and bring their recommendation to the Student Engagement Professional Staff for final approval. All recommendations of termination must involve the student representative meeting with the Director of Student Engagement.
- In each of these cases, supervisors may implement any of the following consequences (this is not an all-inclusive list):
  - Completion of educational sanctions such as reflection papers, service, etc.
  - Loss of privileges
  - Suspension from their position
  - Reduction/Loss of stipend money
- Representatives will meet directly with the Director of The Office of Student Engagement if violations and/or neglect of responsibilities are severe in nature (i.e. drugs, assault, harassment, etc.)
Student Engagement expects all representatives to self-report incidents in which others could perceive the team member in question as willing to violate or having violated the **professional and leadership standards**. Here are some examples of incidents that representatives should self-report (this is not an all-inclusive list):

- Assisted a friend in need that was under the influence of alcohol
- Entered a location without prior knowledge that underage alcohol consumption or drug use was occurring
- A reported incident with the Dean of Student’s Office
- Hosted/Attended a social gathering that spiraled out of a representative’s control
- Roommates/Housemates plan to host a party that will allow underage alcohol consumption, and/or recreational drug use, and you are unable to stop it from occurring

At the core of this policy, the Student Engagement is intentional about creating an open line of communication and dialogue surrounding the **professional and leadership standards** with the Department’s student representative. By self-reporting, a student representative demonstrates an understanding of the **professional and leadership standards** and a consciousness of how it affects one’s personal and professional life. In practical use, the proactive student representative helps the Student Engagement defend the Department should someone question that member’s ability to uphold this ethical standard. The Student Engagement does not hand over information provided through self-reporting to the Office of Residence Life or the Dean of Student’s Office, with the exception of egregious policy violations and circumstances. Student Engagement wants to have a student representative’s personal account in order to support the implementation of the **professional and leadership standards** with our department.

My signature below denotes that I have read, understand, and agree to the content outlined in this document.

Name: _______________________________ Year: __________ ID#: __________

Signature: _______________________________ Date: __________

Supervisor: _______________________________ Date: __________