



OHIO
UNIVERSITY

Division of Student Affairs

Handbook

07/2013

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Division of Student Affairs Mission

The Division of Student Affairs at Ohio University prepares students to be responsible and contributing members of a diverse, global society by providing learning-centered environments, meaningful out-of-class opportunities, and professional support services that help them learn through their experience and achieve academic success.

In seeking to accomplish our mission, we are committed to:

- Encouraging the development of the whole student and involving all students in the life of the University.
- Cultivating a caring and civil campus community that values responsible and ethical behavior, open and free exchange of ideas, and respect for all people.
- Maximizing our effectiveness through responsible stewardship of resources, support of innovation, and creativity in problem solving.
- Working collaboratively and forming partnerships with each other, with our colleagues across campus and with the community.
- Fostering a participative work environment for our staff which encourages continuous improvement, collaboration, professional development and a balanced lifestyle.

2. Strategic Plan

[Division of Student Affairs Strategic Plan](#)

3. Organizational Chart

[Division of Student Affairs Org Chart](#)

4. Division Expectations

Flextime

The Division of Student Affairs at Ohio University recognizes that fully serving the student population often times means spending hours at work beyond 5 pm and during weekends. The University provides the following guidelines regarding the use of flextime:

[40-063: Flexible Work Schedule, Flexible Hours, and Flexplace for Administrators](#)

[40.053: Flextime and Flexplace Scheduling](#)

Professional Dress Expectations

A minimum of business casual* dress is expected between the official 8:00 AM – 5:00 PM work day. Clean, non-ripped blue jeans are permitted on Bobcat Fridays** as detailed below. Professional judgment should be used when Bobcat Fridays include meetings and/or events that suggest professional attire.

*Business casual - Defined as dress pants or khakis (no jeans or shorts), polo or dress shirt/top/blouse with dress shoes or sandals. Business casual can also be defined as appropriate by direct supervisor based upon position responsibilities. For example, Campus Recreation employees made need to wear tennis shoes daily and Event Service Production Staff may wear jeans during set-up for an event. Please contact your direct supervisor if you have specific questions about dress expectations for your area.

**Bobcat Fridays – To allow for support of Ohio University athletic and special events and to celebrate Ohio University, Fridays will be designated as “Bobcat Fridays”. On Bobcat Fridays, staff will be permitted to wear jeans, but it must be accompanied by a business casual Ohio University (or green/white) shirt/top/blouse.

Holidays

Please click [here](#) for the most up-to-date list of University observed holidays.

Expectations for Contract Staff

The following dates are required “all hands on deck” events for all contract staff. Graduate Assistants and classified staff are also invited to provide support. Other required events may be assigned by your department head.

Fall Opening

Through the Division’s team effort we welcome new and returning students back to campus.

Halloween Weekend

(frequently scheduled for the last weekend in October) – The University utilizes a program, known as "Green Jackets", to provide an additional presence on campus and in surrounding areas in an effort to help keep the Ohio University community safe during the Athens Halloween party.

Commencement

The staff’s commitment to work is a key element in making Commencement successful and memorable for the graduates, their families, and friends. Attendance and participation for both graduate (Friday) and undergraduate (Saturday) ceremonies is an expectation of all contract staff.

Performance Management Guidelines for Contract and Graduate Assistant Staff

Please click [here](#) to view the performance management process for all contract and graduate assistant staff.

*For classified staff, please utilize the University's policy which can be found at:

(http://www.ohio.edu/hr/comp/performance_mgmt/timeline.cfm)

Division Meetings

Division Meetings

Division meetings are typically held during the first two weeks of fall semester and then again at the end of the year. A conference-style Division meeting typically occurs during the year as well. Professional dress is recommended for all Division meetings. These meetings are required for all staff members and absences need to be approved in advance by your department head.

Division Leadership Team (DLT) Meetings

Division Leadership Team meetings are held monthly and are designed to share and communicate information among and between all departments within the Division of Student Affairs. This group is comprised of department heads within the division.

Division Committees

Membership on a committee is highly encouraged for all staff members. Committees are formed according to individual preferences and committee needs at the beginning of each academic year. Committees for the 2013/2014 Academic Year will be:

- *Staff Wellbeing Committee*
- *Professional Development Committee*
- *Women In Student Affairs (WISA)*

Professional Memberships

Each employee in the Division of Student Affairs is eligible to receive one professional membership that is directly related to their work function or individual professional development plan through the department allocated funds. Staff should verify the existence of institutional memberships (i.e. NASPA, ACPA, NIRSA, etc.) to ensure the lowest cost for individual membership.

Professional Development Travel

Professional development is accomplished through a variety of methods, including but not limited to presenting at national conferences, serving on boards or committees, writing in journals and trade magazines, and participating in on-campus opportunities through the division or university. Travel funding may be obtained for professional development activities that are in direct support of work functions and individual professional development plans*. Final professional development travel, participation and funding is at the discretion of each department head. Department heads have been asked to obtain formal requests for support/funding so that aggregate financial data can be tracked

across the division. In rare circumstances where departmental funds are not available but the travel is deemed essential to the division, the funding request may be forwarded to the Professional Development Committee for consideration.

*It is important that division function as good stewards of Ohio University funding and as such make efforts to share costs and/or save on travel expense whenever possible (e.g. carpool, share hotel rooms, minimize departure times, etc).

Communication & Marketing

Email

All staff should be utilizing their OHIO e-mail account to receive and send work related e-mails.

Signature Lines

Include a signature at the end of your e-mail account. On Microsoft Outlook: Go to Tools on the toolbar. From the drop down menu, select Options. Select the tab, Mail Format and then click on Signatures. All signatures should conform to one of the following Division standards:



Name
Title
Department Name

Building Name, Office Number
1 Ohio University
Athens OH 45701-2979

T: 740.59X.XXXX
F: 740.59X.XXXX
Email address

www.ohio.edu/studentaffairs
www.twitter.com/XXXX
www.facebook.com/XXXX

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experience in America*



Jenny L. Hall-Jones, Ph.D.
Associate Vice President for Student Affairs
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www.ohio.edu/deanofstudents
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EXAMPLE



Division of Student Affairs • Department Name
Name • Title

Building Name • Athens OH 45701-2979 • T: 740.59X.XXXX • F: 740.59X.XXXX

Email address • www.twitter.com/XXXX • www.ohio.edu/XXXX

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EXAMPLE



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hallj1@ohio.edu • www.twitter.com/JennyHallJones • www.ohio.edu/deanofstudents

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Mass Email Process

If there is information you wish to email to all Division staff, you may do so by emailing the information to the Office Administrator for the Vice President for Student Affairs, with at least one week notice. Depending on the nature of the information, the email may be sent out to all Division staff members or to department heads to communicate to staff as they see fit.

There is an expectation to read all communication from Division and University outlets in order to remain up to date in Division and University news.

External Communication

Communication with University's Executive Staff

As our Division has grown in size and scope, it is imperative that our communication with Executive Staff be centrally coordinated through the Office of the VPSA. This provides our Division an opportunity for consistent and quality communication with the Executive Staff. Another positive aspect of channeling this communication is to empower the Office of the VPSA to consider the timing and priority of the information. While the request might seem vitally important to one area, the University might be facing a more complex issue. For specific guidance regarding communicating with the Executive Staff, please consult with your department head.

All invitations to the President must be requested through the Office of the Vice President for Student Affairs.

Communication with the Media

There may be times when our Division faces an unforeseen event that involves the media. Should the media ask for any comments, please refer them to University Communications and Marketing (UCM). When the request is made, please contact your immediate supervisor and the Office of the VPSA. UCM can be reached at:

OHIO Communications & Marketing
102 Scott Quad
Athens, Ohio 45701
Phone: 740.593.2200

Requests may be made by the media in non-emergency/crisis situations regarding campus events or an area of expertise. In these instances, staff may communicate with media directly. Please contact your area director and the Office of the VPSA to inform them of the communication.

Crisis Communication

Part of our role in working at a University is the need to deal with crisis. Please familiarize yourself with the University's Campus Emergency Guide, which can be found here:

<http://www.ohio.edu/riskandsafety/emergencyprograms/responses.htm>.

Your individual department may also have specific emergency procedures for you to review. In an active emergency, Ohio University has several ways to keep employees and students informed. Information will be shared via the OHIO emergency page (<http://www.ohio.edu/emergency/>), text messaging, CATVision, and/or our outdoor speaker system.

If you are directly involved in a threatening emergency situation, please secure your own safety and security and then call for help immediately (911 or OUPD at 740-593-1911).

The section below is a brief summary of best practices in communicating with your supervisor during emergencies. This is not an exhaustive list but the actions outlined will enable the Division to respond with consistency and grace in the face of adversity. Please also note that after the initial contact with the staff outlined below, guidance and role clarification will be provided to you concerning next steps. This may include removing or limiting your continued involvement with the situation.

1. Establish immediate communication with the following individuals/offices:
 - a. Your immediate supervisor (if unreachable, please proceed to the next individual/office)
 - b. On-call personnel from the Office of the Dean of Students
2. Please note that this list is not exhaustive and you should attempt to contact the parties in this order
3. Conduct research and have as much information about the incident as possible
4. Direct media questions to the on-call staff

- Remember if you don't reach your supervisor immediately, please continue attempting to reach them and get them informed as soon as possible

Division Logo

In an effort to brand the Division and have consistent messaging, all promotional items, including flyers, brochures, handouts, PowerPoint presentations, etc., must include the Division logo along with the individual department's name and contact information. The size of this logo may only be adjusted to scale (hold the 'SHIFT' key when resizing the image). Department heads will be responsible for ensuring proper use of the Division logo on various publications.

The official logo can be found at on the Division homepage or click [here](#).

For Print: the logo should follow the guidelines established by UCM, found [here](#). In addition, the logo should also follow these guidelines:

Logo must include "Division of Student Affairs"

Logo is limited to a maximum of two lines (including "Division of Student Affairs")

If you are printing the Division logo without the Department name:



If you are printing the Division logo, including the Department name:



For Embroidery: When developing anything for embroidery, please work with the Marketing and Communications Committee to insure that the logo meets the following guidelines:

Logo must include "Division of Student Affairs"

Logo is limited to a maximum of two lines (including "Division of Student Affairs")

Secondary line should be centered and the Department or Unit should be CAPITALIZED

IMPORTANT NOTE: the line between Ohio University and the Division of Student affairs is for embroidery only!

Example:



Web Presence

Each department is responsible for maintaining their departmental web site. The expectation for each department is to follow the template established by University Communications and Marketing, in conjunction with members from the Marketing & 5 C's Committee. Any questions or requests to deviate from the template should be addressed with Megan Vogel.

5. Division & Select University Policies, Protocols & Procedures

Hazing Protocol

Ohio University - Division of Student Affairs
Student Hazing Reporting Protocol

It is the position of Ohio University that if a student alleges hazing, the University has both an ethical and legal responsibility to care for the student and to promptly investigate the incident in the interest of the safety and security of the University community. Hazing is a broad term that means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Ohio University, as an educational institution, has a special set of interests and purposes essential to its effective functioning. These include:

- The opportunity for students to attain their educational objectives;
- The creation and maintenance of an intellectual and educational atmosphere throughout the University; and
- The protection of the health, safety, welfare, property, and human rights of all members of the University and the safety and property of the University itself.

Hazing is against the law in the State of Ohio. This is set forth in Section 2903.31 of the Ohio Revised Code. Action may be brought against any participants in the hazing, and any organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, action may also be brought against any involved administrator, employee, or faculty member of the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743. of the Revised Code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held

liable.

Additionally, hazing violates the Ohio University Code of Conduct. The Student Code of Conduct defines hazing as a Code A Offense as stipulated under Section 4, Mental or Bodily Harm, which is defined as - (a) intentionally inflicting mental or bodily harm upon any person; (b) attempting to inflict mental or bodily harm upon another person; (c) taking any reckless, but not accidental, action from which mental or bodily harm could result to another person; (d) causing a person to believe that the offender may cause mental or bodily harm; (e) sexual assault; (f) any act which demeans, degrades, disgraces any person; (g) coercing another to engage in an act of membership in a student organization that causes or creates a risk of mental or bodily harm to any person (e.g. hazing). Violations of Code A Offenses may result in sanctions of suspension or expulsion of the individual or organization from the University.

The following protocol is to be utilized by any Ohio University employee who receives information that an alleged incident of hazing has occurred:

Reporting Protocol

1. The employee will determine the health and safety needs of the affected student(s) is met.
2. The employee will contact OUPD as soon as possible (at least within one working day) to provide whatever information is available about the incident, including the name of the affected student(s) and the individual(s) and/or organization alleged to have done the hazing.
3. OUPD will contact Athens Police Department regarding alleged hazing events that occur off-campus.
4. OUPD will contact the Office of Community Standards and Student Responsibility to discuss the investigation if the alleged hazing events occurred on-campus. If the affected student(s) is willing to meet, either or both offices will review the case and the options for action with the student(s). Whether or not the student(s) wants to pursue criminal charges, an institutional investigation will still proceed.
5. As the case is investigated, OUPD and Office of Community Standards and Student Responsibility will determine if there is enough evidence to proceed with the case either through the criminal or University judicial system and take the appropriate course of action (with or without the participation of the student's). Any deviations from this protocol must be reasonable and documented, and approved in advance by the Vice President for Student Affairs.

Sexual Misconduct Policy – Faculty and Staff

<http://www.ohio.edu/policy/03-004.html>

Student Review & Consultation Committee (SRCC)

<http://www.ohio.edu/deanofstudents/reporting.cfm>

Graduate Assistant Selection Process

The Graduate Assistant (GA) selection process responsibilities are housed in the Office of the Dean of Students (DOS) and are carried out in partnership with faculty from the Higher Education and Student Affairs (HESA) program in The Gladys W. and David H. Patton College of Education and Human Services. A partnership between the Division and the HESA program requires departments to give priority

consideration to HESA program candidates in filling departmental GA positions. (Certain positions in Residential Housing and Campus Recreation are exempt from this requirement.)

The Process

During fall semester, departments are asked to make updates to their GA position descriptions for the DOS Office to post on the Division's website. Stipend amounts are generally determined by the Divisions Leadership Team (DLT), and the DOS Office updates remuneration and application instructions on position descriptions each year.

The deadline given to applicants for first priority consideration is January 15. Applicants may apply for up to five available GA positions. Departments are given the opportunity to review applicants interested in their GA positions and select those who they would like to interview.

The GA Selection Weekend typically occurs during the last weekend of February. All departments within the Division are encouraged to attend the HESA program's Meet and Greet on Friday afternoon/evening to meet potential GAs. On Saturday, a brunch and interview day is provided for departments seeking to fill vacancies for the upcoming academic year. The DOS Office and HESA faculty work together to coordinate the Meet and Greet, brunch, and interview schedules of all participating departments and candidates.

Following interview day, departments are given the opportunity to rank their candidate preferences for their available GA positions. A matching process is then coordinated by the DOS Office and HESA faculty, which takes into consideration: (1) Department's candidate preferences, (2) Candidate's position preferences, and (3) HESA faculty preferences.

Contact Information

Should you have any questions about GA selection, please contact Chad Barnhardt, Coordinator of Parent Outreach and Special Projects in the Office of the Dean of Students, at barnhardt@ohio.edu or 740.593.4032. You may also find information on the GA selection process here: <http://www.ohio.edu/studentaffairs/gas.cfm>.

Contract Signing Policy

Pursuant to the University Board of Trustees Resolution adopted on November 18, 2011, the Vice President of Student Affairs or designee is authorized to sign the following:

- a. student licensing agreements;
- b. student organization-related agreements;
- c. student affairs related consultant and service agreements;
- d. performance agreements for amounts less than \$50,000. Performance agreements greater than \$50,000 must be co-signed by the Vice President for Finance and Administration or his designee.

The Division of Student Affairs has developed the following procedures for signing any agreements or

contracts on behalf of Ohio University. For more detailed information please contact your department head.

- Department head signs \$0 - \$9,999
- Department head supervisor signs \$10,000 - \$24,999
- VP for Student Affairs signs \$25,000 - \$49,999
- VP for Student Affairs and VP for Finance and Administration signs \$50,000