

**Illinois State University Dean of Students Office
Student Conduct and Conflict Resolution**

**Student Conduct Volunteer Application Packet
Fall 2017**

INSTRUCTIONS

Please complete this application on your computer, then SAVE it.

You may then email the form to

StudentConductandConflictResolution@illinoisstate.edu

All applications must be received by 4:30 pm, **Friday April 7, 2017**

All requested information should be included in this packet. Please do not send additional attachments with your application packet. Incomplete applications will not be reviewed.

Section One – Volunteer Descriptions

University Hearing Panel:

The University Hearing Panel (UHP) reviews information in cases where students are alleged to have violated the *Code of Student Conduct*. The UHP makes decisions as to whether or not violations of the *Code* have occurred, and imposes educational sanctions when violations have been established. University Hearing Panel members will have received training in the student conduct process from SCCR professional staff.

Student Conflict Specialists (Students only):

Student conflict specialists are undergraduate or graduate student staff member assigned by SCCR to assist students in a conflict resolution intake process. The student and the specialist will review the incident and discuss possible avenues of resolution. Types of conflict resolution include, but are not limited to mediation, restorative conferences, arbitration, and conflict coaching. Student Conflict Specialists shall receive training and supervision from SCCR professional staff.

Conduct Consultants:

Conduct Consultants are faculty, staff, and student volunteers. These volunteers are an optional resource open to any student involved in the student conduct

process. This will involve aiding students in understanding their due process rights, as well as assisting students in their preparation for case management conferences and formal hearings. Conduct Consultants may attend hearings with students (not required) but are not allowed to represent a student. Conduct Consultants will have received basic training in the student conduct process from SCCR professional staff.

Section Two – Volunteer Requirements

All volunteers (faculty, students, and staff) are required to:

- Attend a mandatory training program during the beginning of the fall semester (dates TBD)
- Be responsible for attending all hearings as assigned, and to be responsible for identifying their own replacements when unable to serve due to an unforeseen circumstance
- Maintain confidentiality of all student conduct records and meetings
- Be subject to performance reviews by appropriate professional staff
- Serve as a positive ambassador for the student conduct process

All student members of the student conduct process:

- Must maintain continuous enrollment at Illinois State University
- Must be in good disciplinary standing at time of application and throughout their term of service and act in compliance with all federal, state and local laws
- Must maintain a minimum 2.25 cumulative grade point average and must achieve a minimum 2.0 grade point average in any semester
- Providing the student member receives acceptable performance reviews, a student may serve in the student conduct process throughout their academic career at Illinois State University

All faculty and staff members:

- Must maintain continuous employment with Illinois State University
- Must act in compliance with all federal, state, and local laws

- Providing the faculty or staff member receives acceptable performance reviews, faculty and staff serve two year appoints and may be re-appointed

Section Three – Applicant Information

All Applicants

Name

Local Address

Telephone

Office

Home

Cell

UID

ULID

Involvement in Registered Student Organizations:

Please note anticipated best times of availability by checking the appropriate boxes below

Morning

Afternoon

Evening

Monday

Tuesday

Wednesday

Thursday

Friday

Morning means 8:00 am to Noon

Afternoon means Noon to 4:30 pm

Evening means from 4:30 pm to 8:00 pm

Faculty / Staff Only

Job Title

Department

Supervisor

Years Employed at ISU

Students Only

Year in School FR SO JR SR GRD

Anticipated Graduation Date

Cumulative GPA at ISU

Section Four – Short Answer

Please list past responsibilities and involvement in the ISU community, including Registered Student Organizations and/or Fraternities and Sororities.

Please list all responsibilities and activities that you will have while serving as a volunteer staff member in the student conduct process.

Have you ever been found guilty of a crime or in violation of University regulations? If yes, please explain.

What interests you about serving as a volunteer in the student conduct process?

What is the purpose of the student conduct process? How do you see yourself helping to fulfill that purpose?

Please list the name and contact (phone and/or email) of at least one individual at Illinois State University who will serve as a reference for you.

Section Five – Preferences and Certification

Please indicate your preferred role with the student conduct process. Please note this is only a preference, and assigned roles are at the discretion of Student Conduct and Conflict Resolution. Assignments may be based upon desired skill sets, number of applicants, and other factors.

Please note a "1" for you strongest preference:

**University Hearing Panel
Student Conflict Specialist (Students Only)
Conduct Consultants**

By completing and submitting this application, you acknowledge that all information included in this application is true and correct to the best of your knowledge. You also give permission for SCCR to check your criminal, disciplinary, and academic records as appropriate.

Print Name

Date

Signature

Date