Osprey Student Conduct Advisors Policies and Procedures

Establishment and Purpose

## Establishment

The Osprey Student Conduct Advisors (OSCA) was established as an Executive Agency of the University of North Florida Student Government by the Grosso-Sullivan administration in 2023.

## Purpose

As an Executive Agency of the University of North Florida Student Government, OSCA shall enhance the overall student conduct process to provide students with the information they are afforded as members of the UNF community, to promote knowledge, and provide awareness of ethical conduct standards and the student conduct process, overall improving the student conduct relationship and facilitating an environment that develops trust between the advisors, administrators and students.

# Membership Requirements

Executive Branch members must be Activity and Service (A&S) Fee paying students, enrolled in at least one class during the Fall semester and at least one class during the Spring semester at the University of North Florida, maintain an institutional grade point average of 2.5 or higher (unless otherwise approved by the Chief Student Affairs Officer), and not be restricted from participation in Student Government by the University of North Florida Student Conduct Office. Additionally, members may serve during the summer semester without being enrolled in a class if they are still considered current students by the University of North Florida.

# Executive Administrative Authority

## Executive Administrative Oversight

1. The Supervision of the Agencies is the responsibility of the Student Body President, who may delegate the responsibility to the Student Body Vice President.
2. Hereinafter, the Student Body President shall be referred to as “President,” the Student Body Vice President as “Vice President” and the OSCA Director shall be referred to as “Director”.

## Executive Administrative Operations

1. The President, or delegate, may exercise administrative oversight over the Executive Agencies of Student Government as delegated by the President per Title XI Chapter 1101.2 and the Executive Branch Policies and Procedures Chapter V Duties and Powers of the Executive Branch.

## Executive Administrative Appointments

1. The Director shall be selected and hired by the President.
2. Assistant Director shall be selected and hired by the Director.
3. In the event there is a vacancy in the office of the Director, the Assistant Director should assume their duties on an interim basis.
4. In the event there is a vacancy in both the office of the Director and the Assistant Director, the President, or delegate, should assume their duties on an interim basis.

# Osprey Student Conduct Advisor Members

## Composition

1. OSCA may be comprised of a Director and Assistant Director.
2. The creation, hiring, and termination of Agency Staff positions shall be prescribed in each Agency’s policies and procedures, subject to approval by the President, or delegate.

## Chain of Command

1. The President is responsible for the management of all Agency personnel, subject to delegation to the Vice President.
2. The Director shall report directly to the President or delegate.
3. The Assistant Director shall report to the Director.

# Personal Duties and Responsibilities

## Director

* Shall be responsible and accountable for all actions of the Agency and its personnel.
* Shall provide students with information about their rights and responsibilities, offering guidance on the conduct process, promoting ethical standards, and fostering positive relationships with students, faculty, and staff.
* Shall keep confidential record of student interactions and all information provided.
* Shall have strong interpersonal skills, knowledge of ethical standards, familiarity with UNF policies, and the ability to maintain confidentiality.
* Shall strive to create partnerships with on-campus and off-campus departments.
* Shall be responsible for all operations of the Agency, which may include but are not limited to conducting meetings when deemed appropriate, providing educational support to students and OSCA staff, and keeping records of all financial transactions the Agency is responsible for.

Shall create partnerships with on-campus and off-campus involvement opportunities when appropriate. Shall submit a weekly report at the pleasure of the president, or delegate.

* Shall actively seek out involvement opportunities on campus to inform students about the Agency.
* May attend events, such as tabling at Market Days, on behalf of OSCA as needed, and as their schedule allows.
* Shall not divulge information to anyone outside of the OSCA team, except when the information needs to be forwarded to the Student Body President or delegate or the Director of Student Government.
* May meet with the Agency Advisor at the pleasure of the Agency Advisor.
* Shall cover any duties in the absence of other staff members.
* Shall complete Student Conduct Process Training with the Dean of Students Office.

## Assistant Director

* Shall act as Director in the absence of a Director.
* Shall keep confidential record of student interactions and all information provided.
* Shall provide students with information about their rights and responsibilities, offering guidance on the conduct process, promoting ethical standards, and fostering positive relationships with students, faculty, and staff.
* Shall have strong interpersonal skills, knowledge, knowledge of ethical standards, familiarity with UNF policies, and the ability to maintain confidentiality.
* May meet with the Agency Advisor at the pleasure of the Agency Advisor.
* May meet with the Director at the pleasure of the Director.
* May oversee the Agency social media platforms.
* May attend events, such as tabling at Market Days, on behalf of OSCA as needed, and as their schedule allows.

Shall not divulge information to anyone outside of the OSCA team, except when the information needs to be forwarded to the Student Body President or delegate or the Director of Student Government.Shall cover any other duties and assignments at the direction of the Director.

# Student Appeal Process

1. A&S fee-paying UNF student is charged with a violation of the Student Code of Conduct, the Student is then eligible to contact the OSCA.
2. Students utilizing OSCA are not obligated to share information they are not comfortable with.
3. When OSCA process takes place, students must sign and complete the intake, narrative, rights and responsibilities form.
4. Upon completion of necessary forms, the charged Student and OSCA member will have an informal meeting to learn and discuss about the University student conduct process, their due process rights, the allegations and charges, and any information supporting those charges.
5. If they choose, the charged Student can take OSCA to the official hearing.

# Work Policies

## Workspace

1. The President or delegate shall be responsible for ensuring the upkeep and maintenance of all OSCA office space.
2. The Director shall coordinate the upkeep and maintenance of space allocated to OSCA.
3. OSCA members shall maintain their office space in an organized and professional manner.

## Inventory

1. The Director, or delegate(s), shall maintain a complete and updated inventory of all Agency items using the current and approved technologies available/provided to meet this task and made accessible in the O-Drive.

## Dress Code

1. The Dress Code for the OSCA shall consist of the standards established and enforced at the discretion of the Director.
2. The Director, in conjunction with the President, shall be responsible for enforcing the Dress Code.

## Scheduling & Attendance

1. OSCA Staff shall have their work hours and class schedules inputted into their outlook calendar.
2. Regular and punctual attendance is expected of all OSCA members to ensure a productive and positive environment.
3. Failure to be on time consistently will result in remediation with the Director, then, if deemed necessary by the Director, remediation with the Agency Advisor.
4. Failure for the Director to be on time consistently will result in remediation with the President, then, if deemed necessary by the President, remediation with the Agency Advisor or delegate.

## Time Sheets

1. All OSCA members must document their time worked in the Time Sheet Binder.

1. Remote work must have attached documentation of approval in the Time Sheet Binder.
2. Must email their direct student supervisor a weekly report and a position accountability form biweekly report when turning in time sheets.
3. Must email supervisor and request approval if working outside regular business office hours 8:00am through 5:00pm Monday – Friday or non-instructional days.

## Professional Etiquette

1. As representatives of Student Government, all formal and job related online, and in-person communications shall adhere to the highest level of professional etiquette.

## Office Visitors

1. Students may visit OSCA offices for various reasons:
   1. Seeking information about OSCA operations.
   2. Other Student Government information.
2. Visitors to employees while working is not permitted to ensure the anonymity of students using OSCA resources unless otherwise noted.
3. Treat all visitors politely to ensure that communication is clear, and the experience is positive.
4. Remind the visitor of any events coming up with either OSCA or elsewhere or campus and thank them for visiting.

## Operating Hours

1. The operating hours of OSCA shall be between regular business hours of 8:00AM-5:00PM Monday through Friday.
2. Operating hours shall be determined based on OSCA student employee’s availability to work during regular business hours.

## Transition Binders

1. OSCA members may complete a Transition Binder on their respective positions each year.
2. The purpose of the Transition Binder is to pass along information about the position to the successor of that position and may include the following:
   1. A template, which serves as a precise skeleton model of how a document should be written, on important documents (i.e., Purchase Requests, Shopping, etc.) and emails.
   2. Professional tips on the position that is based off the collective knowledge from the year.
   3. An opening letter to the successor, which offers words of advice on the position, explanations, and things the individual would have liked to be completed during their term.
   4. A timeline, giving a rough estimate on what things should be completed by what time.
   5. Basic duties and requirements for the positions.
   6. A checklist to help the successor adjust to the new position.
   7. Adequate examples of each important document or email.

# Reporting and Assessment

## Communication and Reporting

1. The Director and Assistant Director shall be responsible for coordinating and facilitating effective communication between OSCA and the President.
2. The Assistant Director shall submit reports at the pleasure of the Director.
3. The Director shall submit weekly reports at the pleasure of the President, or delegate.
4. The Director shall meet at the pleasure of the President, or delegate.

## Monthly Senate Reports

1. The Director shall request to submit a monthly operating report to the Senate highlighting service rendered to the Student Body.
2. The Director may delegate this responsibility to the Assistant Director.

## Monetary Allocations

1. The process of monetary allocations shall fall within the guidelines established within Title XI, section 1101.9.

# Agency Documents

## Financial Documents

1. The Budget Director shall have signature authority over all financial requests and transfers from Executive Agency Indexes
2. The Director shall be responsible for creating and maintaining Policies and Procedures for their respective Agency, subject to review by the Agency Advisor and approval by the President or delegate.
3. The creation of internal operational documents shall be the responsibility of the Director, subject to review by the Agency Advisor and approval by the President or delegate.

# Executive Policies and Procedures

1. The President, or delegate, shall be responsible for all revisions to the Osprey Student Conduct Advisors Policies and Procedures, subject to approval from the President, and reviewed by SG Advisor, Provost, or Designee. Revisions to the Osprey Student Conduct Advisors Policies and Procedures may be made at any time.
2. All revisions shall be made public, and any member directly affected by the revision(s) shall be issued written or electronic notice of the policy change.
3. This document shall be subordinate to the Student Government Constitution, Statues, and to the Policies and Procedures of the Executive Branch.

History:

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Revised

11/6/2024