

Shepherd College Board of Governors  
March 11, 2004  
Agenda Item No. 10

## **ASSISTANT DEAN / JUDICIAL COORDINATOR NON-CLASSIFIED CRITICAL RETENTION STATUS**

The Office of Student Affairs is requesting permission to move the Assistant Dean for Judicial Affairs and Orientation from a classified position of pay grade 17 to a non-classified critical retention position.

The Assistant Dean for Judicial Affairs and Orientation coordinates the campus judicial system, which involves reviewing incidents, complaints, and campus police reports; investigating incidents; meeting with accused students and students initiating complaints; determining if the Student Code of Conduct has been violated and assessing appropriate charges; and overseeing that due process is followed in all aspects of the student discipline hearing process. Additionally, the Assistant Dean is responsible for the recruitment and training of the Campus Judicial Board, educating the campus on policies and procedures related to the Student Code of Conduct, and maintaining accurate disciplinary records. This position should not be filled as an 'entry-level' position in Student Affairs. Because the incumbent will have to work effectively with the student judicial process, which involves the management of adversarial legal disputes, a significant level of appropriate experience is required.

The Assistant Dean also directs Advisement/Registration and Orientation, one of the most important programs on campus. The Assistant Dean works closely in this role with the Director of Academic Advising to guarantee a high-quality Advisement/Registration and Orientation program.

Three years ago, a search was done to fill the Assistant Dean position and difficulty was encountered due to the salary level. The employee who was hired at that time left Shepherd for a position that pays \$15,000 more than the salary she was earning after three years at the College. Among those who were reasonably qualified for the position, the search produced a pool of candidates who indicated expectations for a higher salary than the current classification allows for.

At the November meeting of the Board, a resolution was adopted which authorized the potential hiring of the top candidate as a critical retention, non-classified employee. The resolution directed that if the top candidate did not accept the position, the President should bring further information to the Board prior to any other critical retention offer of employment. The top candidate declined the position. The search committee returned to the applicant pool and attempted to find a reasonably qualified candidate who would take the position for this salary, and was unsuccessful.

In researching other West Virginia colleges and universities, personnel doing the same responsibilities at other West Virginia schools are being paid between \$37,000 and \$70,000. The Student Affairs office believes that it must be committed to offering a salary at or just above the bottom of this range in order to successfully fill the position. This salary increase will be more in line with the qualifications and experience required for this position and enable us to be more competitive in recruiting qualified candidates.

The role of the Assistant Dean is crucial to maintaining order on campus so that a healthy, active learning and living environment is possible. This position needs to be categorized as a non-classified critical retention position to allow the College to obtain an appropriately qualified candidate and to try to prevent disruptive turn-over in the position.

The following resolution is recommended for adoption by the Board:

**RESOLVED,** That the Shepherd College Board of Governors approves the position of Assistant Dean for Judicial Affairs and Orientation as a non-classified critical retention position.