

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.

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 has now left Shepherd for a position that pays \$15,000 more than the salary she was earning after three years at the College. The current search has produced a pool of candidates who are indicating expectations for a higher salary than the current classification allows for. One of the candidates already has accepted a position elsewhere at a much higher salary level.

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.