Duke University  
Division of Student Affairs  
Position Description

Nature of Responsibilities:
The Senior Associate Dean of Students is responsible for the overall operation of the Office of Student Conduct and Community Standards (OSCCS), which investigates and adjudicates all reported violations of University policy (academic and social) involving undergraduates; and for all students, alleged violations of the Student Sexual Misconduct Policy. Supervise an exempt staff of five (two associate deans and three assistant deans); one non-exempt staff assistant; one graduate assistant, and two undergraduates. Advise the hearing officers (assistant/associate deans) and advise the Undergraduate Conduct Board, both of which can issue sanctions up to and including separation from Duke, either temporary (suspension) or permanent (expulsion). Oversee response to reports of bias-related incidents for all students, which may or may not be a violation of University policy. Develop and implement strategic plan for office that ensures consistent, fair, and timely adjudication of cases; reduces risk of litigation; meets federal regulations; and, conveys University philosophy on standards of student conduct. Oversee writing and revision of University-wide policies related to graduate and undergraduate student behavior. Act as a consultant to the Graduate and professional schools on disciplinary matters involving their students. Triage/evaluate cases of students who may be on the pathway to violence for the Behavioral Assessment Team (BAT); implement interventions to interrupt. Serve as the primary face of the OSCCS, interfacing with senior University officials, parents, faculty and staff, alumni, and other key constituencies on matters of student behavior. Develop, oversee and implement outreach efforts to students, faculty and staff related to community standards.

Specific Duties:
Supervision and Case Oversight (50%)
- Provide overall direction of the OSCCS. Recruit, hire, and supervise two associate deans, three assistant deans, and one staff assistant. Issue performance appraisals, approve vacation schedules, and initiate various personnel actions.
- Receive complaints of undergraduate misconduct and assign to assistant dean staff for adjudication. Evaluate systems of complaint intake and adapt to changing technologies and needs of office. Ensure adjudication by staff is timely, consistent, and fair. Adjudicate cases as necessary at peak times.
- Triage cases for the University’s Behavioral Assessment Team (BAT), escalating high-risk threats of student harm to self or others to multi-disciplinary team to further evaluate.
- Interpret and ensure compliance with all federal regulations relating to student conduct management, including Clery Act, FERPA, Title IX, Title VI, Drug-Free Schools and Communities Act, Higher Education Opportunity Act, and others.
- Oversee processing of allegations of misconduct that fall under Title IX. Collaborate with Office for Institutional Equity in referring cases for investigation by that office; receive completed reports, provide feedback, and evaluate whether to continue with disciplinary process.
• Oversee implementation of conflict resolution services (mediation) and restorative practices available for students.
• Provide on-going professional development activities for staff, ensuring continual development of skills and understanding of latest professional developments.
• Ensure effective training for faculty, students and staff serving on the Undergraduate Conduct Board and Appellate Board.
• Develop and implement assessment plan that evaluates program and outcomes objectives consistent with office, divisional and University goals.
• Develop and manage operational budget for office.

Strategic Planning & Risk Reduction/Liability Management (25%)
• Develop and implement standard operating procedures in response to allegations of student misconduct.
• Write and implement strategic plan for OSCCS consistent with University mission that promotes fairness, consistency, and timeliness.
• Evaluate and implement risk-reduction strategies for minimizing threat of litigation and liability exposure.
• Ensure appropriate safeguards and protocols are in place to preserve integrity of confidential data and management of student conduct records, including for audit purposes.
• Negotiate contracts with outside vendors who provide services for the office. Evaluate vendor performance and implement changes as warranted.
• Advise senior university leadership in crisis and other sensitive situations that have wide-reaching implications.
• Promote compliance with best practices in the field of Student Conduct; evaluate emerging practices for applicability at Duke (e.g., restorative justice resolution).

Outreach (20%)
• Act as the public face of OSC, interacting with senior leaders and other key constituencies on student conduct matters.
• Respond to and ameliorate concerns raised by constituencies (parents, Athletics, Development, etc.) advocating for their interests while preserving integrity of conduct system.
• Serve as the University’s liaison with local, federal, and state law enforcement agents in criminal investigations/arrests and background checks of students.
• Authorize disciplinary clearance requests for students seeking admission to law schools, medical schools, and other programs.
• Negotiate with federal regulators to reach satisfactory resolution of complaints filed by students; provide information to show compliance with federal regulations.
• Work collaboratively with others across the university to design and implement programs to increase community awareness of and adherence to university policies.
• Serve on various committees at divisional and university levels representing interests/goals of office and division (e.g., ex-officio member of Academic Integrity Council).
• Develop and implement communications plan that promotes understanding of office function and student awareness of University expectations of student conduct, including overseeing editing and production of yearly student handbook and publication of yearly statistical conduct data.
• Foster collaboration and exchange of information with COFHE judicial officers on shared concerns.

Other (5%)
• Serve as “dean on-call” in 24-hour emergency on-call rotation; respond to crises involving students.
• Author annual report and other division/University reports as assigned.
• Work with University counsel and outside counsel in responding to claims file against Duke; testify as needed in court or via deposition.
• Other duties incidental to the nature of the position or appropriate to the missions of OSC, the Dean of Students Office, the Division of Student Affairs, and the University.

Minimum Qualifications:
• Master’s degree in higher education/student services, counseling, or related area required plus at least six years of post-Master’s experience in higher education, including disciplinary administration, college-age developmental issues, counseling, advising, and crisis intervention.
• Supervisory experience, preferably in the area of student conduct; ability to lead a staff team in achieving goals, reinforcing positive performance and coaching on areas of improvement.
• Experience with strategic planning and policy development.

Specific Skills and Competencies:
• Demonstrated performance as an educator and investor in student growth with authentic commitment to students; ability to communicate difficult/sensitive information.
• Ability to take initiative, balance multiple projects, set priorities, and work autonomously yet also as a member of a team.
• Commitment to balancing strategic and human considerations.
• Excellent verbal and written communication skills, critical-thinking skills, use of sound judgment.
• Extensive knowledge of university disciplinary systems and relevant legal issues.
• Strong command of federal regulations impacting this arena (FERPA, VAWA, Campus SaVE Act, Drug-Free Schools & Communities Act, Clery, and others)
• Strong attention to accuracy and detail.
• Skills relevant to establishing and maintaining successful partnerships with alumni, parents, faculty/staff, administration, members of the community, and other stakeholders.
• Ability to interpret data, distinguish nuances, and evaluate multiple courses of action.