

# Manual of Policies and Procedures for Student Affairs

## Chapter 11. Residence Life

### Subchapter 11-100. General Provisions

#### Sec. 11-101. Purpose

- a. The Office of Residence Life exists primarily to provide on-campus housing for full time UT Tyler students.
- b. The Office of Residence Life oversees the housing process in residence life housing, including processing applications, billing for rent, move-in, room change requests, and move out. The Office of Residence Life is the primary contact for applicants with questions about living on campus.
- c. The Office of Residence Life will support UT Tyler's mission by supporting the development of a strong community environment among the on-campus residents.
- d. The Office of Residence Life will create, review and enforce policies and procedures for residence life housing residents and staff.
- e. The Office of Residence Life supports the long-term success of its residents by working to maintain a high retention rate to UT Tyler.

#### Sec. 11-102. Definitions

- a. In this chapter, unless the context requires a different meaning,
  1. "vice president" means the Vice President for Student Success or the vice president's delegate or representative;
  2. "director" means the Director of Residence Life or the director's delegate or representative.
  3. "on-campus housing" means the housing facilities located on UT Tyler's property and that students may live in as part of the freshman residency requirement. These facilities are Patriot Village, University Pines, Liberty Landing, Victory Village and the Mr. and Mrs. Joseph Z. Ornelas Residence Hall.
  4. "Residence Life housing" means the facilities supervised by the Residence Life department. These facilities are Patriot Village, Liberty Landing, Victory Village and the Mr. and Mrs. Joseph Z. Ornelas Residence Hall.
  5. "RC" means residence coordinator, a full-time professional staff member who resides in an on-campus housing facility.
  6. "student" means a person enrolled in residence at the university or a person accepted for admission or readmission to the university while, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus;
  7. "university" means The University of Texas at Tyler.
  8. "resident" means a student who resides in on-campus housing.
  9. "applicant" means a student who has applied to live on campus.

### Subchapter 11-200. Residence Life Administration

#### Sec. 11-201. Administration of Residence Life

- a. The director will plan, coordinate, and/or direct all activities related to the Residence Life program. In carrying out these duties, the director is responsible to and shall work closely with the vice president.

### Subchapter 11-300. Resident Assistant Program

**Sec 11-301. Residence Coordinators (RC)**

- a. The RC is a full time professional staff member who assists with the daily administration of the housing department. The RC lives in a Residence Life housing facility. The RC assists with supervising the RAs, managing the programming and community development activities, maintaining correct rosters and serving as a judicial officer for violations of housing and UT Tyler policies. The RC also works on special projects for the department, such as summer camps and conferences.
- b. The RC for Marketing and Conduct is a full time professional staff member who assists with the marketing of housing and conduct programs, including social media outreach, print pieces, and special events. This RC also serves as a judicial officer and hears conduct cases.
- c. The RC for the Residence Life Office is a full time staff member who assists with daily and special operations of the residence life office. This RC assists with RA selection and training, staff development, and student conduct.

**Sec. 11-302. Head Resident Assistants (Head RAs)**

a. Head RAs are returning RAs who are responsible for the daily administration of the housing facility they live in. One Head RA is assigned to each Residence Life housing facility. Head RAs are responsible for supervising the RAs, managing the programming and community development activities of their facility, responding to emergencies in housing, maintaining correct rosters and enforcing housing and UT Tyler policies.

**Sec. 11-303. Resident Assistants (RAs)**

a. RAs are successful returning residents or students with previous experience living on campus who have demonstrated leadership skills, responsibility and a commitment to community development. RAs are responsible for knowing the residents on their assigned floor or wing, coordinating social and educational activities for their residents, and confronting and documenting violations of residence life rules and regulations that take place in campus housing or that involve residents. Due to the responsibilities of these positions, it is vital that RAs follow the standards set out for them during RA training and outlined in the RA agreement.

b. RAs are selected through an application and interview process that involves the director and the RC. RA candidates must complete the application, a group process and an individual interview to be considered for employment as an RA. Mandatory training is provided prior to the beginning of each semester for all RAs.