

# Peer Judicial Board Description

The Peer Judicial Board has been designed as an option through which Saint John's University may address the actions of any student who violates University policies and expectations outside of the residence halls or of such a serious or repetitive pattern of behavior in the residence halls that a greater community-based response is necessary. As a member of the Peer Judicial Board, you will hear cases involving students who have allegedly violated University policies or expectations to determine the responsibility of the student in relation to the alleged incident and the appropriate educational sanction for that level of responsibility. This is a position of great responsibility, and offers many rewards including personal growth and leadership development.

## Membership of the Board

The membership of the Peer Judicial Board consists of three students and two faculty residents who act as voting members. The Dean of Students (or designee) acts as an advisory, non-voting member. In addition, three alternate positions shall be held by students who will replace students unable participate in a particular case. Student members are selected through an annual interview process involving students, Faculty Residents, and the Dean of Campus Life. Faculty resident members are selected through a vote of the faculty residents who shall elect one first-year area faculty resident and one upper-class area faculty resident. Both student and faculty resident members shall serve on the board for one academic year.

## Conduct of Board Members

Members of the Peer Judicial Board must serve as a positive role model to their peers if they are to be involved as a member of the judicial system. Therefore, it is essential that members uphold all regulations and policies of Saint John's University. Violations of any of the expectations listed below may result in a board member being removed from his position after a meeting with the Dean of Campus Life or his designee:

Members shall:

1. Must be a full-time student and maintain a cumulative GPA of 2.75.
2. Must have two (2) semesters experience of living in the Saint John's campus community.
3. Resident Assistants and Executive Board members of the Saint John's Senate are ***not*** eligible.
4. Show respect, concern, and acceptance for all hearing participants.
5. Maintain in confidence information given at a judicial hearing.
6. Refrain from disclosing the discipline record of any student outside of the hearing.
7. Attend training session (**Monday, October 15<sup>th</sup>**, 5pm-8pm).
8. Attend all scheduled judicial hearings or inform the Asst. Dean of Campus Life of the need for an alternate.
9. Demonstrate thorough knowledge of student rights and responsibilities, hearing procedures, and sanctions.
10. Maintain a current understanding of Saint John's University policies.
11. Actively participate in decision-making when deliberating.
12. Excuse themselves from a hearing where knowledge about a student or an incident would affect their ability to arrive at a fair and reasonable decision.
13. Uphold the regulations, policies, and expectations of Saint John's University.

## Selection Process Timeline

Each part of the selection process must be properly completed in order for your candidacy to be considered.

- I. **Optional Informational meeting** will be held at **4:00-5:00 pm on Monday, September 10<sup>th</sup>** in Sexton 213. This meeting is designed for candidates to obtain general information about the position and ask specific questions. These meetings are optional, but the Office of Campus Life encourages your attendance.
- II. Complete **Applications Packages are due on Tuesday, September 25<sup>th</sup>, 2007 by 4pm** to the Office of Campus Life & Housing (Sexton Commons 210).
- III. **The reference form** should be distributed and received by Campus Life by **Wednesday, September 26<sup>th</sup>, 2007**.
- IV. **Individual Interviews** will be held on **Monday, October 1st, 2007** and **Tuesday October 2nd, 2007**. Candidates will choose their time slot when they turn in their application. The individual interview usually lasts 20-30 minutes. Dress is business casual (tie preferred but not required).
- V. Candidates will be notified of their status soon after the interview. Candidates who are offered a position on the PJB must **notify the Office for Campus Life and Housing in writing** (via email is acceptable) that they acceptance/decline by **Friday, October 5th, 2007**.

If you have any questions regarding this process or questions about the Peer Judicial Board, please contact Mattie Hawley at x3512 or [mhawley@csbsju.edu](mailto:mhawley@csbsju.edu). Thank you for considering a position on the Peer Judicial Board.

Sincerely,

Mattie Hawley  
Assistant Dean of Students

# Peer Judicial Board Application

## Office of Campus Life– Saint John’s University

Please Type or Print

1. Full Name: \_\_\_\_\_  
Last First M.I. Nickname

2. Campus Address: \_\_\_\_\_  
Building Room # Box # Phone #

3. Home Address: \_\_\_\_\_  
Street Apt. #

\_\_\_\_\_ City State Zip Code Phone #

4. Email Address: \_\_\_\_\_ 5. Social Security # \_\_\_\_\_

6. Current University Standing: Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_

7. Can you commit to the Peer Judicial Board position for a full academic year? Yes / No  
(Circle one)

8. Who is your present / most recent FR at SJU? : \_\_\_\_\_

9. The name of the person who will complete a Recommendation Form: \_\_\_\_\_

10. Current Major / Minor: \_\_\_\_\_

11. Spring Semester GPA: \_\_\_\_\_

12. Cumulative GPA: \_\_\_\_\_

13. List your extracurricular activities below:

Varsity Sports: \_\_\_\_\_

Clubs / Organizations: \_\_\_\_\_

Other: \_\_\_\_\_

Release of Information and Responsibility Notification:

I, \_\_\_\_\_, give permission for Saint John's University to release pertinent information, which has been or will be requested from my student records by the Campus Life Office. I understand that if I am appointed that my grades and conduct standing will be checked at the beginning and end of each semester. In addition, I have read the Peer Judicial Board description and I am well informed of the responsibilities. If hired, I will participate in the training and development workshops and meetings.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to the Office of Campus Life, Sexton 210, no later than 4:00p.m.,  
Tuesday, September 25<sup>th</sup>, 2007**

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# Reference for Peer Judicial Board Application

## Saint John's University Office of Campus Life & Housing

Applicant's Name: \_\_\_\_\_

Building / Floor: \_\_\_\_\_ Box # / Phone #: \_\_\_\_\_

Reference's Name: \_\_\_\_\_ Title / Position: \_\_\_\_\_

Building / Floor: \_\_\_\_\_ Box # / Phone #: \_\_\_\_\_

To the individual completing this form; The above person has applied for a position on the Peer Judicial Board at Saint John's University. The Office of Campus Life & Housing would greatly appreciate your honest evaluation of this individual. Please complete the following information for the applicant. Your comments are an important part of the applicant's file. Please only evaluate the candidate in the sections in which you have experience with the candidate. You may use a separate sheet if necessary. If you have any questions, please feel free to contact Residential Life.

### **1. Communication Skills:**

Please assess the candidate's written and verbal skills. How effective is his communication. Is he an active listener? Can he be assertive with his thoughts and ideas?

### **2. Maturity / Sense of Responsibility:**

Assess the candidate's ability to be adaptable. Is he able to organize and complete a task with minimal supervision? Does he remain calm and levelheaded under pressure? Does the candidate exhibit a positive self-image, self-confidence and internal motivation?

### **3. Ability to Remain Open-Minded:**

Assess the extent to which the candidate exhibits open minded, non-judgmental, and supportive behavior.

### **Additional Comments:**

Please return this form to Sexton Commons 210 by Wednesday, September 26, 2007.