



Information About Residence Donship 2018-2019

ROLE OF THE DON

Dons at Victoria University are expected to engage actively in forming and developing a residence community that is supportive of the academic goals of the institution. It is also expected that the Don, in conduct and lifestyle, will serve as a role model for residents. The Don is responsible for assisting and advising residence students, maintaining reasonable levels of conduct, safety and security, and encouraging residence activities, events, and educational programs. Dons work closely with the Residence Life Coordinator, Assistant Dean, Residence Life, Associate Dean of Students, Dean of Students with the aim of cultivating a living/learning environment within the residence.

The Don is intensively involved in residence life in a wide variety of ways, which include:

- (a) Orienting new students to residence and university life and providing opportunities for these individuals to become acquainted with other residents both in their specific area of residence and on campus.
- (b) Becoming well acquainted with residents and establishing a relationship of mutual respect, trust, and friendship.
- (c) Aiding students with personal, academic, financial, social or other problems whenever possible.
- (d) Supplying residents with information on residence life, academic issues, campus facilities and policies, and referral services including medical, counselling, and financial aid.
- (e) Creating and sustaining an atmosphere conducive to academic success, assuring the proper levels of quiet, and encouraging mutual respect and co-operation in residence so that the rights and needs of all students to study, learn, and rest are met.
- (f) Responding to first-aid emergencies and problems, supervising emergency evacuations, and managing crisis situations.
- (g) Distributing information and encouraging participation in residence activities; initiating and sponsoring programs which help students to learn by being involved in all phases of residence life; encouraging residents to socialize and grow through the experience of community living.
- (h) Assisting with response to student code violations, acting as a liaison between students and the Office of the Dean of Students, assisting with room changes, serving regularly as "Duty Don", and other administrative duties that may be required.
- (i) Working closely with the other Dons, Residence Building Governments, and the Floor/House/Area Presidents and Councils in matters of mutual concern.

- (j) Attending regularly scheduled staff and building meetings, Floor/House Council meetings, Caucus meetings (as organised by VUSAC), and other community meetings and events as necessary.
- (k) Representing the interests of Victoria University and supporting initiatives by the Dean of Students, the Principals of Emmanuel and Victoria Colleges, the President of Victoria University, and other members of the Senior Administration.

SPECIFIC DUTIES

Within the broad definition of the role of Don, there are a number of very specific responsibilities of which candidates should be aware. They include:

- (a) Completing lists such as phone numbers of area residents, or students wishing to return to residence.
- (b) Distributing surveys, information brochures, and hand-outs from room to room, when necessary.
- (c) Being present in the assigned area of residence as much as deemed reasonable by Residence Life Coordinator. In particular, Dons will be required to spend evenings of the first three weeks of term in their respective areas and the last three weeks of the spring term (i.e. the examination period) in their respective areas.
- (d) Serving as "Duty Don" in rotation as assigned by the Sr. Dons, which includes doing rounds of all residence buildings.
- (e) Completing weekly log sheets to be submitted to the Residence Life Coordinator each week.
- (f) Being present in a supervisory role at Floor/House social events as a representative of the university administration.
- (g) Preparing and organising educational and social programming for your house or floor. Dons are required to organise one charity programme per term; one educational/academic programme per term; and at least two social programmes per term. Programming forms must be completed within two days of the program. Dons who are assigned to a living learning community will be required to do programming related to the community, and as such the standard programming requirements may be reduced. All programming must be discussed with the Residence Life Coordinator.
- (h) Preparing and organising, in partnership with the Residence Life Coordinator, a one and one half day (1.5 days) orientation program for all first year residents. This orientation will take place prior to orientation week in September 2018.
- (i) Attending all Don meetings and training sessions. Attendance at all Don meetings is mandatory. Dons will receive a schedule of meetings at the beginning of each term.
- (j) Regularly meeting with and reporting to the Residence Life Coordinator, on incidents, activities, circumstances and conditions of assigned area.
- (k) Reporting maintenance and security problems promptly to the appropriate offices.
- (l) Carrying out other duties that may be requested by the University that complement any of the above clauses.

ACCOUNTABILITY AND RESPONSIBILITY

Dons report directly to the Residence Life Coordinator, the Assistant Dean, Residence Life, the Associate Dean of Students, and the Dean of Students. The Don has specific responsibility for the administration and security of the House/Floor/Area to which she/he/they is assigned, and general responsibility throughout all four Victoria University residences and other campus facilities.

RESTRICTIONS

There are a number of restrictions on the Don. Please read carefully the following statements and do not hesitate to contact the Residence Life Coordinator, Associate Dean of Students or Dean of Students to seek clarification or to discuss possible exceptional circumstances.

- (a) A Don is not permitted to hold any residence government or student administrative council position concurrently with the Donship. Dons may not play on any university teams that have a schedule of away games, which would require frequent absence from campus, or a schedule of practices which require frequent absences from the Vic Campus without permission.
- (b) Dons are not permitted to accept other employment (with the exception of Faculty Asst. ships) without obtaining permission in advance.
- (c) Dons must maintain their student status throughout their term of employment, and ensure that any requirements such as Faculty Asst. ships do not conflict with their commitment to the Don position.
- (d) Dons are required to have a cell phone with a voice mail service.
- (e) If hired, candidates are expected to complete a “Vulnerable Sector Screening Program – Police Reference Check” for the Donship position with their local police service after notice of hiring, and submit it to the Dean’s Office.
- (f) All successful applicants must agree to return to Victoria University by mid August 2018 for a mandatory Don Training program. This training program is **NOT OPTIONAL** and all sessions must be attended. Training dates will be finalized upon offer of employment. Also note that there will be very little free time during the first three weeks on campus.
- (g) A Don is required to remain on campus until 24 hours after the end of the Arts and Science exam sessions in December 2018 and in May 2019 and should be prepared to spend at least part of the mid-term break and most long weekends on campus. Also, Dons are required to return to campus two days before the residence re-opens in January 2019 for mandatory training. There will also be a mandatory In-Service Training Day scheduled both semesters. All times away from campus must be discussed with and approved by the RLC.
- (h) Appointment to the Don position is for one academic year. Re-appointment is at the discretion of the Residence Life Coordinator, Assistant Dean, Associate Dean of Students and the Dean of Students and should not be considered routine or automatic.

REMUNERATION

Remuneration for Dons varies slightly depending on the assignment area and responsibilities. Dons are offered a single room and board plan in the dining hall (the value of this compensation is reported as a taxable benefit to Revenue Canada). [Each room is furnished as a combination study/bedroom with a single bed and dresser/desk. Furniture cannot be removed from individual rooms as there is not adequate storage space elsewhere.]

Miscellaneous expenses up to \$7.00/person on the floor per year (September - May) are covered on presentation of receipts as long as receipts are presented by a specified deadline in April.

EVALUATION

The performance of the Dons will be evaluated regularly. This evaluation process will include a self-evaluation, questionnaires to residents, and assessment of performance by the Residence Life Coordinator. When performance is perceived to be below standard, the matter will be discussed immediately and confidentially between the Don(s) and the Residence Life Coordinator and/or the Assistant Dean of Student Life and/or Associate Dean of Students and/or the Dean of Students. Only in extreme cases of dereliction of duty, or of conduct unbecoming a University administrative employee in a position of trust, would a Don be dismissed without warning.

SUPPORT

The University, as represented by the Dean of Students, Associate Dean of Students, Assistant Dean of Student Life, and the Residence Life Coordinator, will undertake to provide any reasonable assistance and support requested by a Don in carrying out her/his duties. The Dean of Students, Associate Dean of Students, Assistant Dean of Student Life, and the Residence Life Coordinator will be available to provide personal support to the Dons as well.

IMPORTANT APPLICATION DATES:

Friday, January 5:	Applications Available
Wednesday, January 10 (3:00 pm):	U of T Wide Don Information Session, Student Success Centre, 214 College St (Koffler Centre)
Tuesday, January 16 (9:10 pm):	Don Information Session, Wymilwood Lounge, (Goldring Student Centre, 1 st Floor)
Wednesday, January 17 (12:10 pm):	Don Information Session, Music Room, (Goldring Student Centre, 2 nd Floor)
Friday, February 2 (4:30 pm):	Application Deadline, Office of the Dean of Students (Goldring Student Centre or via email)
Sunday, February 25 (9:45am – 2pm):	Carousel Interview Day (If selected)
March 1 to March 16 (inclusive):	Interviews (If selected after Carousel day)