

From: Heidi E. Zeich [REDACTED]
Date: Tue, Sep 9, 2025 at 6:17 PM
Subject: Expectation Clarification
To: Heidi E. Zeich [REDACTED]

[REDACTED]

Dear Resident Assistants,

I hope your semester is beginning to settle into a routine as we approach the coming fall weather. The purpose of this email is to share information regarding a few expectations to guide your efforts moving forward.

1. Unable to fulfill duty shift - If you are unable to assume your duty responsibilities as scheduled for reasons such as personal illness or extenuating personal circumstances that were unplanned and uncontrollable, you need to notify the CD on duty of your situation and discuss finding a replacement before the beginning of the shift. Exceptions for not calling in will be considered if the RA scheduled to be on call is medically incapacitated or otherwise physically unable to initiate a call or text to the CD on duty. This expectation supports our responsibility to provide safe and supportive environments and to ensure our duty roles are staffed appropriately per our established protocols.
2. When is an RA an RA? - RAs are hired as employees, as such RAs are expected to be positive role models 24/7 and should report concerns regarding students, facilities, and behaviors regardless of whether or not you are serving in an official capacity at that moment. This is a similar expectation of other Residential Education employees including CDs, Assistant/Associate Directors, and the Executive Director.
3. RA Consensual Relationships - RAs should not engage in romantic or sexual relationships with students directly assigned to their immediate community as this does create a conflict of interest and could impact your ability to effectively perform your role. If you are currently in a romantic or sexual relationship with a resident assigned to your immediate residential community, please disclose this to your supervisor this week so that appropriate conversations can occur.

Please discuss any questions you may have regarding these expectations with your direct supervisor.

Sincerely,

Heidi



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