



## **PEER REVIEW BOARD: CHAIRPERSON POSITION DESCRIPTION**

**MISSION:** The Peer Review Board (PRB) provides an opportunity for students to be involved in the resolution of student behavioral issues that impact the community in which they live. The PRB was established in order to provide a peer-to-peer venue for the reviewing of alleged violations of the University Community Standards by students. It serves an important role within the community by supporting, encouraging, and enhancing the missions of the University, the Division of Student Life, and the Office of Community Standards.

### **PRIMARY FUNCTIONS AND RESPONSIBILITIES:**

- Facilitate Board hearings (on average, 10 to 12 times over the course of the semester) to collectively determine whether or not a policy violation has occurred and what, if any sanctions or follow up are appropriate. This process will include encouraging Board members to:
  - Carefully review all materials and statements;
  - Ask questions of those involved;
  - Engage in meaningful discussions with other board members and the Moderator;
  - Recommend creative and educationally based outcomes.
- Implement procedures which ensure that participants receive a fair hearing with the procedural rights granted them. Specific duties of the Board Chairperson include the following:
  - Assist the Moderator in the preparation of materials necessary for a hearing;
  - Work with the Board before a hearing to develop areas of questioning and assist in the understanding of the materials prepared;
  - Ensure that procedures are followed, by providing necessary leadership and direction (i.e. initiating introductions, explaining Board philosophy, following hearing script, etc.);
  - Monitor appropriateness and relevance of questions asked by the Board and all participants while allowing Board members to do most of the questioning;
  - Lead a closed discussion with Board members to determine the facts of the case, responsibility for violations, and appropriate sanctions;
  - Call for adjournment and reconvening, as necessary and in consultation with the Moderator;
  - Assist, at times, in the development of the written notification of the decision and appeal rationale.
- Provide leadership and direction to the New Member Coordinator and Programming Coordinator.
- Encourage, support, and participate in University events and educational programs, both active and passive, which serve to educate students and offer alternative events. This is especially true of events sponsored by the Office of Community Standards.
- Receive extensive training at the start of each semester on the Community Standards process, and on improving skills in listening, questioning, and decision-making. Attend in-services and board meetings throughout the academic year. The specific schedule will be provided in advance.
- Follow the spirit and letter of board member expectations outlined during New Member Orientation, Full Board Trainings, and within the Hearing Officer/Board Member Manual; as well as serve as a role model and advocate for responsible and healthy decisions.

**QUALIFICATIONS:**

- Any student in good academic and disciplinary standing with the University is eligible to serve on the PRB. Students are selected by a committee composed of the Vice President for Student Life/Associate Provost/designee, the Co-Chairpersons of the PRB, and the Presidents of the University Student Senate, the Greek Council, and the Student Union Board.
- Although Resident Assistants may serve on the Peer Review Board, preference will be given to those candidates who are not Resident Assistants on campus.
- In most cases, members must have at least two semesters of active membership on the board, before being eligible for a Co-Chairperson position.

**FOR MORE INFORMATION CONTACT:**

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