

## STUDENT AFFAIRS EXCHANGE PROGRAM

### Introduction

The Student Affairs Exchange Program is designed to provide an opportunity for professional staff in Student Affairs (i.e., counselors, PA's, and administrators) to exchange places on a voluntary basis with a colleague on a different campus for an academic year. The purposes of the exchange program are to:

1. promote the one college concept by enabling professional staff to develop a more in depth knowledge of the people, programs, and services on other campuses;
2. provide professional renewal and/or professional development opportunities;
3. enhance the delivery of student services on the campuses through the exchange of new ideas and perspectives.

### Guidelines for the Exchange Program

1. Initially, the exchange would only be open to professional staff who are doing essentially the same work on different campuses.<sup>1</sup>
2. All exchanges are expected to be for one academic year; however, if any of the principals involved (i.e., staff involved in the exchange or the immediate supervisors) are dissatisfied with how the exchange is working out, the exchange may be terminated at the end of classes for the fall semester provided notice is given by December 1<sup>st</sup>.
3. All exchanges are temporary and will end at the end of the contract period for the academic year. Should a position involving one of the exchange participants become open for any reason, the position must be posted and filled following the usual contractual procedures.
4. Notice of the Student Affairs Exchange Program will be disseminated annually before the end of the spring semester by the Vice President for Student Affairs (VPSA) to all professional staff in Student Affairs. At least two weeks shall be provided for a response. The VPSA will collect all responses and determine whether or not any exchanges are possible. If one or more exchanges are possible, the VPSA will notify the Deans of Student Services and the Executive Deans on the appropriate campuses. The VPSA will then work with the Vice President for Academic and Campus Affairs (VPACA) to solicit input and recommendations from the Executive Deans on the campuses involved. The VPSA and the VPACA will then jointly submit a final recommendation to the President.
5. Before finalizing an exchange, the principals involved (i.e., professional staff plus the immediate supervisors and/or the Deans/Associate Dean of Student Services) will meet to clarify specific job requirements and expectations, resolve any issues or problems, and arrange for any needed orientation activities. Note that the expectation is that the exchange will begin on the first day of the contractual work year in such a way that there is no disruption in the delivery of services to students.

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<sup>1</sup> In future years, the possibility of exchanges involving professional staff working in different areas will be explored.