

**UNIVERSITY OF FLORIDA
DIVISION OF STUDENT AFFAIRS
J. WAYNE REITZ UNION/CENTER FOR STUDENT ACTIVITIES AND INVOLVEMENT**

**OFFICE OF SORORITY AND FRATERNITY AFFAIRS
HOUSE DIRECTOR POLICY
FOR SOCIAL SORORITIES AND FRATERNITIES**

In keeping with the goals of the University of Florida for its residential facilities for students, social sororities and fraternities that provide a residential experience must ensure an environment that is safe and secure, conducive to learning, and is aesthetically pleasing. Additionally, sorority and fraternity chapter houses play an important role in promoting community and providing opportunities for leadership development. When students live together and function as a cohesive unit, they learn to achieve organizational goals efficiently and effectively.

A social sorority or fraternity chapter house is defined as a residential unit affiliated with the University of Florida social sorority and fraternity system as approved by the Office of Sorority and Fraternity Affairs (OSFA) for occupancy and use by a specific registered social sorority or fraternity at the University of Florida. It is the policy of the University of Florida that all social sororities and fraternities that provide housing for university students must have a live-in advisor, hereinafter known as a House Director.

Guidelines

1. The House Director shall be employed by or be an independent contractor of the Alumni Association, Chapter Advisory Board, House Corporation Board or the (Inter)National Headquarters. Under no circumstances shall the undergraduate chapter have primary responsibility for supervision of the House Director.
2. The final candidate for a House Director position must meet with the Associate Director for Sorority and Fraternity Affairs prior to being hired. This meeting will allow University staff to review qualifications of the candidate, expectations for the position, and to answer any questions from the candidate. The University reserves the right to deem a candidate as unacceptable for hiring based on guidelines provided in this policy or other information deemed relevant to the hiring decision. The House Corporation will be notified in writing within three business days of the University's decision.
3. The House Corporation or other hiring authority must complete a criminal background check on the proposed employee. Certification must be received by OSFA that the criminal background check was conducted and passed satisfactorily by the employee prior to an offer for employment being extended.
4. The House Director shall be issued an annual contract by the hiring authority with a copy on file in OSFA that shall specify the following:
 - a.) Exact dates of appointment for the position and required conditions for contract renewal or non-renewal
 - b.) A detailed job description including, but not limited to: work schedule and time off; expectations and authority to address inappropriate behavior by residents and any action that may be taken; decision-making authority in a crisis; daily expectations for the position; and other duties assigned by the hiring authority. A current copy of the position description must be kept on file in OSFA.
 - c.) Other qualifications and conditions as described in this document
5. The House Director must meet the following qualifications and conditions prior to and/or throughout employment:
 - a.) The House Director must NOT be an undergraduate student. The House Director may obtain permission from the hiring authority and OSFA to enroll as a part-time student after completing at least one semester in the position.

- b.) If the individual was affiliated with a sorority or fraternity at the University of Florida, she/he cannot be employed as a house director for her/his chapter within three years of matriculating at the University of Florida.
- c.) The House Director shall have an earned bachelor's degree and have three years work experience, or a high school diploma and seven years work experience.
- d.) The House Director is expected to fulfill all duties and responsibilities as specified in the annual contract and the approved job description. Secondary employment shall not interfere in any way with the House Director's duties and responsibilities.

If a House Corporation or other hiring authority wishes to hire a House Director that does not meet the above requirements (5 a, b, and/or c), it must petition OSFA to waive the requirement(s). The decision of OSFA shall be final. Additionally, during the first year of employment, any House Director hired under a waiver who does not have prior experience as a House Director will be required to attend all House Director trainings and may be required to attend additional regular meetings with OSFA staff and the House Corporation/Chapter Advisor for further discussion/training regarding management of the chapter house. The need and frequency of the aforementioned regular meetings shall be determined jointly by OSFA staff and the House Corporation/Chapter Advisor.

- 6. Anytime University students are residing in the chapter facility, the House Director is required to reside in the facility and perform all duties.
- 7. The House Director must play a significant role in facility management and upkeep. More specifically, the House Director shall be responsible for the following:
 - a.) Collaborate with the House Corporation to ensure compliance with the Chapter Facility Policy (including but not limited to the Greek Fire Safety Program, exterior maintenance, interior cleanliness, waste management, lawn care, and payment of bills)
 - b.) Provide oversight and supervision for all activities occurring at the chapter house in collaboration with the Chapter Advisor
 - c.) Respond to and manage crises
 - d.) Be knowledgeable of university support resources and make appropriate referrals
 - e.) Promote a living/learning community that aligns with the values of Scholarship, Service, Leadership, and Community

In addition, as directed by the hiring authority, the House Director may be responsible for the following:

- a.) Supervise staff or contractors that work within the facility (including but not limited to cooks, janitors, and other house personnel)
- b.) Work with the House Corporation to oversee the meal plan and ordering of supplies as applicable
- c.) Coordinate check-in and check-out of residents along with the House Manager
- d.) Identify maintenance issues and coordinate repairs in collaboration with the House Corporation
- 8. The House Director must attend all scheduled training seminars and meetings for House Directors as required by the University. This will typically entail a two or three day training held near the beginning of fall semester as well as one or two meetings throughout each fall and spring semesters. Meetings will be announced in advance.
- 9. Feedback shall be provided by OSFA to the hiring authority at least annually about the performance of the House Director relative to compliance with the House Director policy. The University will communicate in writing with the hiring authority should a House Director fail to meet expectations as outlined in this policy. The hiring authority must respond to the University in a timely manner relative to a plan and schedule for corrective action(s). The range of corrective actions may include termination of employment for cause (cause may include but is not limited to persistent unacceptable performance).