

Bradford Nixon

From: Kimberly Hinds-Brush
Sent: Tuesday, November 3, 2020 11:18 AM
To: Bradford Nixon
Subject: FW: RA Evaluations

Kim Hinds-Brush
Director of Residence Life
Frostburg State University
Pullen Hall, 104
301-687-4121

Analytical / Context / Learner / Relator / Strategic / Input

From: Kimberly Hinds-Brush
Sent: Monday, November 2, 2020 1:22 PM
To: Carl W Crowe <cwcrowe@frostburg.edu>
Subject: Re: RA Evaluations

Sort of, I will come down after this meeting

Sent from my iPhone

On Nov 2, 2020, at 1:19 PM, Carl W Crowe <cwcrowe@frostburg.edu> wrote:

Is this true?

Carl Crowe
Dean of Students
Certified Title IX Hearing Officer
Frostburg State University
116 Hitchins Administration Building
101 Braddock Road
Frostburg, MD 21532
V - 301-687-4311 | F - 301-687-4937

<image001.png>

This email and any files transmitted with it are confidential and intended solely for the use of the individual(s) to whom it is addressed. If you have received this email in error, please contact the sender. Any other use of this email is strictly prohibited.

From: Kimberly Hinds-Brush <kmhindsbrush@frostburg.edu>

Date: Monday, November 2, 2020 at 1:17 PM

To: Carl W Crowe <cwcrowe@frostburg.edu>

Subject: Fwd: RA Evaluations

Sent from my iPhone

Begin forwarded message:

From: Kimberly Hinds-Brush <kmhindsbrush@frostburg.edu>

Date: November 2, 2020 at 1:14:29 PM EST

To: Katie Weir <keweir@frostburg.edu>, Katie S Buehner <ksbuehner@frostburg.edu>

Subject: Fwd: RA Evaluations

WTF

Sent from my iPhone

Begin forwarded message:

From: Cassie N Conklin <cnconklin0@frostburg.edu>

Date: November 2, 2020 at 1:08:40 PM EST

To: Kimberly Hinds-Brush <kmhindsbrush@frostburg.edu>

Cc: Delanie G Blubaugh <dgblubaugh0@frostburg.edu>

Subject: RA Evaluations

Good afternoon, Mrs. Hinds-Brush.

I am reaching out on behalf of *The Bottom Line* to inquire about Resident Assistant evaluations. A student wrote to us saying that "the university is requiring Hall Directors to put in their evaluation if an RA has spoken out against the university." Another student told me that this isn't required by Residence Life, but rather the university itself. They say it's going under the "attitude category." They are concerned this will impact their ability to be rehired in the future.

Are these students right in their assessment? Will RAs be penalized for speaking out about their experiences, particularly with COVID-19? Any help you can provide would be appreciated.

Best,

Cassie Conklin
Frostburg State University
Department of Geography, Class of 2020

Bradford Nixon

From: Kimberly Hinds-Brush
Sent: Tuesday, November 3, 2020 11:17 AM
To: Bradford Nixon
Subject: FW: RA Eval Form
Attachments: Eval F20.docx

Kim Hinds-Brush
Director of Residence Life
Frostburg State University
Pullen Hall, 104
301-687-4121

Analytical / Context / Learner / Relator / Strategic / Input

From: Katie Weir
Sent: Monday, October 19, 2020 11:45 AM
To: Aunya D Brown <adbrown@frostburg.edu>; Darby J Twigg <djtigg0@frostburg.edu>; Gabriel Fernandes <gfernandes@frostburg.edu>; Nimata Wahid <nwahid0@frostburg.edu>; Talatha H Mah'Moud <thmahmoud0@frostburg.edu>; Tyler A Cage <tacage0@frostburg.edu>
Cc: Kimberly Hinds-Brush <kmhindsbrush@frostburg.edu>
Subject: RA Eval Form

Hi all,

I have attached the updated RA eval form. Please take a look and give me your edits and feedback by this Thursday - you all are the experts on what the RAs should be evaluated on, and I'm very interested in your thoughts.

I will send out your self-eval forms before the end of the day, so keep an eye on your email!

Thanks for all that you do! 😊

Katie

Katie Weir, M.Ed.

Assistant Director

Residence Life Office

Pullen Hall, Room 104

Learner | Discipline | Harmony | Responsibility | Relator



One University. A World of Experiences.

Bradford Nixon

From: Kimberly Hinds-Brush
Sent: Monday, November 2, 2020 1:55 PM
To: Liz Medcalf
Cc: Carl W Crowe; Bradford Nixon; Artie L Travis; Jeffrey L Graham; Gregg A Sekscienski
Subject: FW: RA Evaluations
Attachments: RA Eval F20.docx

Liz,

I received tis email from Cassie and here is what I would like to respond with. I have also attached the evaluations form we use.

In the real world, if you bad mouth your employer you could lose your job. With the Resident Assistants, who are employed by Frostburg State University, speaking out against their employer may be noted in their evaluation forms and used as a teaching tool.

But I will leave this up to you. We did talk about attitude with the Hall Directors today and how that impacts how RA's are seen by others. And we discussed them coving this topic during their evaluations of the RA's under the attitude part of the eval.

Kim

Kim Hinds-Brush
Director of Residence Life
Frostburg State University
Pullen Hall, 104
301-687-4121

Analytical / Context / Learner / Relator / Strategic / Input

From: Cassie N Conklin
Sent: Monday, November 2, 2020 1:09 PM
To: Kimberly Hinds-Brush <kmhindsbrush@frostburg.edu>
Cc: Delanie G Blubaugh <dglubaugh0@frostburg.edu>
Subject: RA Evaluations

Good afternoon, Mrs. Hinds-Brush.

I am reaching out on behalf of *The Bottom Line* to inquire about Resident Assistant evaluations. A student wrote to us saying that "the university is requiring Hall Directors to put in their evaluation if an RA has spoken out against the university." Another student told me that this isn't required by Residence Life, but rather the university itself. They say it's going under the "attitude category." They are concerned this will impact their ability to be rehired in the future.

Are these students right in their assessment? Will RAs be penalized for speaking out about their experiences, particularly with COVID-19? Any help you can provide would be appreciated.

Best,

Cassie Conklin

Frostburg State University

Department of Geography, Class of 2020

RA:

Hall Director:

Date:

Resident Assistant Self-Evaluation Form

Comments should be included for every section.

Builds community – RA develops and maintains relationships with residents, helps residents understand their role in the community, maintains an active presence on their floor, and actively engages with Hall Council. RA mediates conflict effectively.

Outstanding	RA knows residents and frequently interacts with them; RA knows what is going on in each resident's life. RA is a strong presence on their floor and is constantly seeking ways to strengthen the floor community. RA is always present at Hall Council meetings and proactively identifies and helps students in need of support.
Meets Expectations	RA know residents and interacts with them often. RA is available in the hall outside of duty hours. RA attends Hall Council and/or RHA twice a month and mediates roommate conflicts when they arise.
Unsatisfactory	RA does not know their residents. RA is not present on their floor outside of duty hours. RA does not attend Hall Council or RHA meetings. RHA does not mediate conflict.

Outstanding	Exceeds Expectations	Meets Expectations	Improvement Needed	Unsatisfactory	Not able to assess
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Programming – RA assesses the social and educational needs of their residents and plans events to respond to these needs. RA develops programs that are creative, engaging, and informative and effectively advertises for events.

Outstanding	RA has exceeded all programming requirements for the semester. RA clearly connects all programs to the needs and interests of their residents. RA utilizes creative, eye-catching advertisements and uses a variety of advertising strategies in the weeks leading up to a program.
Meets Expectations	RA has met all programming requirements for the semester. RA has based some programs on the needs and interests of their residents. RA advertises before programs.
Unsatisfactory	RA has not met all programming requirements for the semester. RA has not assessed the needs and interests of their residents and/or does not incorporate this information into program planning. RA does not advertise for events and/or advertises at the last minute.

Outstanding	Exceeds Expectations	Meets Expectations	Improvement Needed	Unsatisfactory	Not able to assess
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Role model – RA role models good behavior and decision-making. RA abides by all FSU and RLO policies, refers students to appropriate resources on-campus, and maintains a positive attitude about the RA role.

Outstanding	RA follows all FSU and RLO policies. RA is actively involved in the lives of their residents and frequently offers resources that would support their residents' success. RA always speaks positively about the RA role and brings that positivity into interactions with residents.
Meets Expectations	RA follows all FSU and RLO policies. RA is able to appropriately refer students to on-campus resource. RA does not talk negatively about the RA role.
Unsatisfactory	RA violates FSU and/or RLO policies. RA is unable to refer students to on-campus resources. RA has a negative attitude about the RA role.

Outstanding	Exceeds Expectations	Meets Expectations	Improvement Needed	Unsatisfactory	Not able to assess
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Hall Safety – RA participates in duty shifts, appropriately uses and stores staff keys, responds to emergency situations, and reports facilities concerns in a timely manner.

Outstanding	RA participates in assigned duty shifts and is eager to help cover a shift when coverage is needed. RA carefully uses and stores staff keys. RA appropriately responds to emergency situations. RA is proactively looking for facilities issues in the residence hall and submits all work orders in a timely fashion.
Meets Expectations	RA participates in all assigned duty shifts and completes all rounds and duty logs appropriately. RA appropriately uses and stores staff keys. RA responds to and documents emergency situations and facilities issues.
Unsatisfactory	RA often misses assigned duty shifts and/or does not complete all rounds or duty logs. RA does not use or store staff keys appropriately. RA does not address emergencies or facilities issues.

Outstanding	Exceeds Expectations	Meets Expectations	Improvement Needed	Unsatisfactory	Not able to assess
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Conduct – RA consistently addresses and documents policy violations, helps residents understand the impact of their behavior on the community, and encourages residents to take responsibility for their actions.

Outstanding	RA consistently addresses and documents policy violations. RA follows-up with residents and works to maintain a positive relationship with the resident. RA encourages residents to take ownership of their actions and helps residents consider how their behavior impacts the community.
Meets Expectations	RA consistently addresses and documents policy violations.
Unsatisfactory	RA does not address or document policy violations.

Outstanding	Exceeds Expectations	Meets Expectations	Improvement Needed	Unsatisfactory	Not able to assess
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Administrative – RA completes all paperwork thoroughly and submits all paperwork on-time. RA posts flyers in a timely manner. RA attends all meetings and arrives on-time. RA actively participates in meetings. RA assists with hall opening and closing as well as other departmental processes.	
Outstanding	Paperwork is always thoroughly completed and submitted early. RA is consistently early/on time for meetings and always notifies their Hall Director when they will be late or absent. RA consistently shares their ideas and actively listens to others during meetings. RA helps with departmental processes and willingly takes on additional responsibilities.
Meets Expectations	Paperwork is almost always thoroughly completed and submitted on-time. RA is almost always on-time for meetings and notifies their Hall Director when they will be late or absent. RA participates in meetings. RA assists with departmental processes.
Unsatisfactory	Paperwork is incomplete and/or consistently late. RA is consistently late or absent from meetings. RA does not participate in meetings. RA does not assist with department processes.

Outstanding	Exceeds Expectations	Meets Expectations	Improvement Needed	Unsatisfactory	Not able to assess
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Multicultural Appreciation – RA is sensitive to identity and cultural differences and fosters and inclusive environment on their floor. RA demonstrates a commitment to personal growth related to identity development and to learning about different identities, backgrounds, and cultural groups. RA addresses and documents inappropriate, insensitive, or intolerant behavior.	
Outstanding	RA addressed and documents bias incidents. RA seeks to rebuild their floor community after these incidents. RA shows a strong commitment to learning and self-growth related to diversity and inclusion. RA incorporates diversity into programming and conversations with residents.
Meets Expectations	RA addresses and documents bias incidents. RA demonstrates a commitment to learning and self-growth related to diversity and inclusion.
Unsatisfactory	RA does not address and document bias incidents. RA does not show an interest in learning or self-growth related to diversity and inclusion.

Outstanding	Exceeds Expectations	Meets Expectations	Improvement Needed	Unsatisfactory	Not able to assess
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Personal Growth – RA demonstrates a commitment to their personal, academic, and professional growth. RA seeks out opportunities to develop their skills both inside and outside of the RA position. RA is open to feedback. RA is growing as a leader in their community.

Outstanding	RA is strongly committed to their growth and is consistently seeking opportunities to gain new skills and experiences. RA is a leader within the hall community and eager to receive feedback.
Meets Expectations	RA is committed to their growth and open to feedback. RA is involved both in and outside of RLO and showing growth as a leader.
Unsatisfactory	RA does not show a commitment to growth. RA is not open to feedback and does not seek out opportunities to develop skills.

Outstanding	Exceeds Expectations	Meets Expectations	Improvement Needed	Unsatisfactory	Not able to assess
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Team player – RA works effectively with other members of their hall staff. RA brings a positive attitude to staff interactions and willingly helps other team members. RA shares their ideas and contributes to staff projects. RA is flexible and communicates effectively. RA fully participates in all RA training sessions.

Outstanding	RA is an excellent team player; RA goes above and beyond to assist other staff members and offers help without being prompted to. RA consistently contributes to staff projects and meetings and encourages other RAs to participate. RA demonstrates great flexibility and is constantly in communication with team members. RA is fully engaged in all training sessions and actively participates in training activities.
Meets Expectations	RA works well with the hall staff. RA helps out other RAs when asked and participates in all staff projects and meetings. RA is flexible and communicative. RA attends and participates in RA training sessions.
Unsatisfactory	RA does not work well with others. RA does not offer help to staff members and/or does not contribute to staff projects and meetings. RA is not flexible and does not communicate with team members. RA does not fully attend training sessions.

Outstanding	Exceeds Expectations	Meets Expectations	Improvement Needed	Unsatisfactory	Not able to assess
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Summary Comments

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Action Plans/Goal Setting

If applicable, summarize any specific projects, performance objectives, or training and development plans for the next review perio.

Staff member comments

Optional. If staff member wishes to, any comments concerning the appraisal may be indicated in this section.

Statement of Understanding:

It is understood by both the Resident Assistant and their Supervisor that a copy of this evaluation shall be filed in the Resident Assistant's employee file. It is also understood that the Resident Assistant has a right to read this evaluation before it is filed and request a copy of the evaluation. Finally, the signature of the Resident Assistant means that they had read their evaluation, but does not necessarily represent their agreement. The Resident Assistant should indicate in writing any aspect of the evaluation with which they disagree. This and all performance documentation will be used as part of the re-hire process.

Resident Assistant

Date

Hall Director

Date