TITLE
Campus Judicial Board Member
- A volunteer position; students serve a one-year term, fall through spring.

POSITION DESCRIPTION
The main focus of the CJB is to promote academic integrity and social responsibility at UC Davis. This is accomplished through outreach activities that include: educating students and faculty about the Code of Academic Conduct; designing and distributing informational materials; and talking to students, faculty, and advisory groups about the prevention of academic dishonesty and the promotion of social responsibility.

The Campus Judicial Board (CJB) is also responsible for deciding contested cases of alleged student misconduct through formal hearings. CJB students serve on formal hearing panels along with University faculty or staff. Members may also serve as advisors to either the student or the referring party involved in a formal hearing.

CJB members volunteer a minimum of four hours a week. This includes a one-hour weekly meeting and three hours of “project time,” during which CJB members provide, among others, the following services:

- They plan and conduct outreach projects to raise awareness and support for UC Davis’ Code of Academic Conduct.

- They table and serve as resources for other students, providing general information about UC Davis’s disciplinary process and answering questions.

- They post information and articles to the CJB FaceBook page including the “Campus Judicial Report,” which informs readers about how specific disciplinary issues were resolved.

- They sit in on conduct meetings.

- They help students or faculty members prepare for formal hearings, or participate in formal hearings as panel member, advisor or recording monitor.

Twelve students serve on the Campus Judicial Board each year. Service on CJB is not only interesting and rewarding but also invaluable to the University.
**TIME REQUIREMENT**

CJB Members are required to attend a weekly one-hour meeting scheduled for Tuesdays at 5:00 pm. Unless there is an irreconcilable class conflict, members MUST be able to attend these weekly meetings in order to serve on the Campus Judicial Board. The meetings are held for the purpose of training as well as to disseminate information and plan outreach projects.

Time is also required outside of weekly meetings to plan and implement outreach projects. Disciplinary hearings occur on an irregular basis, as the need arises, with an average of approximately 8-10 hearings per year. Outreach activities and formal hearing responsibilities count towards the 3 hours of “project time” that are required of CJB members each week. Additionally, two in-service training sessions occur each year on a Saturday, once in both Spring and Fall quarters. Total time commitment is about 4 hours per week (40 hours per quarter).

**QUALIFICATIONS**

- Must be a UC Davis student in good academic standing while on the Board.
- Must be reliable, hard working, creative, and motivated to design and implement the various activities, events, and programs conducted throughout the year.
- Must have good verbal and written communication skills.
- Must maintain good relations with faculty & University officials as well as peers.
- Must have ability to maintain objectivity when hearing diverse viewpoints.
- Must be able to maintain strict confidentiality.

*(Note: Students who have been suspended from UC Davis for academic or social misconduct are not eligible to be on the Board.)*

**APPLICATION PROCEDURE**

Application packets will be available at the Office of Student Support & Judicial Affairs (OSSJA) (#3200 Dutton Hall) on Tuesday, January 19th, 2016. Our office is open 9-12 and 1-4, Monday through Thursday and 9-12 on Friday. We will also post app on CJB’s FaceBook page.

Completed applications must be submitted to OSSJA by 4:00 pm on **Friday, February 19th, 2016**. Applications must be returned in person as you will sign up for a group interview at that time. Due to the volume of applications received, **late applications will not be accepted**. If possible, we encourage you to complete & submit your application before the deadline. Note that OSSJA will stay open until 4:00 pm on this Friday only.

**INTERVIEWS**

Every student who submits a completed application will be granted a group interview. Group interviews will be held February 24, 25 & 26, Finalists from the group interviews will participate in individual interviews, which will be held March 3, 7 & 8.

**FOR FURTHER INFORMATION**

Applicants are encouraged to attend an optional information session to learn more about the Board and speak with current CJB members. Please contact our Recruitment Coordinator, Alexis, @ alepeterson@ucdavis.edu if you have any questions.

- Tuesday, January 26th from 2-3 pm (Smith Room, 2nd floor of MU);
- Wednesday, February 3rd from 4-5 pm (Fielder Room, 2nd floor of MU); and
- Thursday, February 11th from 5-6 pm (Fielder Room, 2nd floor of MU).
Final filing date: No later than 4:00 pm on Friday, February 19th, 2016

Return in person to front desk

Office of Student Support & Judicial Affairs (OSSJA)

3200 Dutton Hall

Name: _____________________________ Student ID #: __________________

Local address: __________________________________________________________

Local phone: (____) __________________________ E-mail address: __________________

Home address: __________________________________________________________

Home phone: (____) __________________________

Circle one: Freshman    Sophomore    Junior    Senior    Graduate student

Number of quarters completed at UC Davis: ________________    GPA: __________

Major(s): _____________________________    Minor(s): ______________________

Do you plan to attend professional or graduate school? Yes   No

If so, in what field? _____________________________

Please list your current extracurricular activities, and approximately how many hours per week you spend on each:

(over)
Please answer the following questions on a separate sheet of paper:

1. The Campus Judicial Board’s weekly meetings are held on Tuesday evenings from 5:00-6:00 pm. Are you able to commit to regular attendance at these weekly meetings? In addition, CJB members are expected to put in three additional hours a week of CJB “project time” between the hours of 9:00 am and 4:00 pm. Are you willing and able to commit to this?

2. Although the most visible aspect of being on the Campus Judicial Board is serving on formal hearing panels, this is actually an infrequent occurrence as we normally have only about 8-12 hearings a year. The other major function of the Campus Judicial Board is to plan and implement projects designed to educate the campus community about the importance of honesty, integrity, and social responsibility. Do you have any ideas for things the Board could do that would be fun and engaging for students while also educating them about these values and UC Davis’s Code of Academic Conduct?

3. **Hypothetical Scenario:**

   You and a friend are taking an Economics class together. The grade in the class is based solely on two midterms and one final exam, and the grading is on a curve. Prior to the first midterm, the professor handed out a “Study Guide,” and a number of the more difficult questions on the study guide showed up on the midterm exam. Prior to the second midterm, the professor handed out another Study Guide. You and your friend sit next to each other during the second midterm, as you always do during this class. A few minutes into the exam, you notice your friend slip his phone out of his pocket and into his lap. As you continue to work on your exam, you find your attention distracted by the fact that your friend is clearly looking at his phone in a very sneaky way.

   What do you think about this situation?

   What actions, if any, would you take at the time?

   What actions, if any, would you take after the exam?
Rank Order of Offenses

On a scale of 1 to 10 with #1 being the worst offense, please rank the following incidents as to which are the most and least serious violations of the Code of Academic Conduct (this means that you will only have one #1, one #2, one #3, etc.)

_____ (A) An instructor put three books on reserve in the library for students to use to complete a class assignment. Although reserve books can only be checked out for a few hours, Carl decides to keep the books and just pay the late fine, rather than returning them. He uses the books to complete the assignment and then returns them to the library after the assignment’s due date.

_____ (B) Juniors Hanlin and Wenshan are taking an NPB exam. When Hanlin finishes her exam, she turns to Wenshan and asks her how much longer she’ll be, and if she wants to get lunch after the exam. Another student sees them talking and believes they are cheating on the exam.

_____ (C) Owen, a freshman, has a 10-page research paper due the next day in his Bio class. He hurriedly searches the web for information and writes the paper, borrowing a lot of language from his Internet sources and just substituting a few words here and there. He uses in-text citations to indicate his sources, but makes sure to “accidentally mix up” the page numbers so the instructor won’t notice how close his paper is to the on-line articles.

_____ (D) Emily, a senior, panics during a final exam in Abnormal Psych. Her good friend Ana is sitting next to her during the final so she looks at Ana’s exam a few times and copies her friend’s answers to several questions.

_____ (E) After getting a Physics quiz back and finding that he got a very low score on it, Mark alters his graded quiz and submits it for re-grading. He attaches a note stating why he feels he didn’t receive enough points on some of the problems when it was initially graded.

_____ (F) Marco, a junior transfer student, wrote a paper for his Plant Pathology class during Fall Quarter that just happens to be on the same topic that his University Writing Program instructor wants students to write about Spring Quarter. Marco is thrilled that he won’t have to do the work for the UWP paper because he already has it done. He retypes the cover page and turns in his old paper for the UWP class.

_____ (G) Juniors Omerpreet, Kunal, and Jason live together in the Colleges and are taking a computer programming class together. The instructor states in the syllabus and has told the students that they may work in groups of two only, so Jason is officially paired with Surender. However, all four students work out the computer program together and turn in code that is virtually identical.

_____ (H) Freshman student Ruby finishes her French mid-term 15 minutes early. Although she feels pretty confident about her answers, she sneaks some peeks at the test of the guy sitting in front of her “just to confirm” her answers. However, she doesn’t change any of her responses.

_____ (I) Rana is having a really hard time with her Organic Chemistry class. If she fails the class, she is sure that she will lose the chance to go to medical school, and it has been her life-long dream to be a doctor. Rana asks her friend Marlee to take the test in her place because Marlee took the class a previous quarter and got an “A.” Marlee agrees and takes the exam posing as Rana.

_____ (J) Peyton realizes on the day that it is due that he has forgotten to do a homework assignment for his Statistics class. He hurriedly completes the assignment, knowing that it is full of mistakes. As he is turning in his work, he notices that the assignment on top belongs to the best student in the class. He takes that student’s assignment from the box, erases the name, puts his own name down, and turns it back in.

Remember: Application is due no later than 4:00 pm on Friday, February 19th, 2016

LATE APPLICATIONS WILL NOT BE ACCEPTED