

**Bowdoin College**  
**Office of the Dean of Students**

*Conduct Review Board Member*

*Position Description*

**Position Overview:**

The Conduct Review Board (CRB) is a key component of Bowdoin College's student conduct process. The CRB is a fact-finding body that conducts formal hearings regarding alleged violations of College policy, including the Academic Honor Code and Social Code. As a member of the CRB, you will play an integral role in upholding the College's values and maintaining a safe, respectful, and inclusive campus community. Board members are responsible for reviewing cases of alleged student misconduct, hearing various perspectives, asking questions, deliberating on evidence, and rendering decisions in accordance with College policies and procedures. CRB members will demonstrate fairness, impartiality, and a commitment to ensuring the integrity of Bowdoin's student conduct process.

**Responsibilities:**

- **Case Review:** Participate in the review of cases of alleged student misconduct, which may involve violations The Academic Honor Code and Social Code.
- **Hearing Participation:** Attend and actively participate in formal hearings to consider evidence, listen to perspectives from involved parties (e.g., students, witnesses, faculty, and staff), and deliberate on findings and sanctions.
- **Decision Making:** Collaborate with fellow board members to reach impartial decisions on the case outcomes. Render fair and consistent sanctions in accordance with Bowdoin College's policies, procedures, and precedent.
- **Confidentiality:** Maintain strict confidentiality regarding the conduct cases and board deliberations, adhering to all privacy laws and College regulations.
- **Training & Education:** Participate in mandatory training on the College's conduct policies, conflict resolution, and other relevant topics to ensure informed and effective decision-making.

**Qualifications:**

All current Bowdoin first-years, sophomores, or juniors in good standing are invited to apply. Candidates should possess sound judgment, the ability to balance empathy with a commitment to community, compassion, integrity, an aptitude for creative problem solving, and the desire to contribute to a dynamic team environment. Members are expected to exemplify and uphold the College's community standards, the Academic

Honor Code, Social Code, and other policies. Board members are required to maintain confidentiality, and they must be committed to balancing respect for an individual student's rights and responsibilities with a duty to uphold the values of the institution.

### **Time Commitment:**

- **Trainings:**
  - CRB members are expected to attend training sessions at the beginning of each academic year. Typically, this takes place the weekend before classes begin in the fall semester.
  - Board members are also expected to attend a two-day retreat in May.
  - The Board also meets once per month during the academic year for ongoing training and development.
- **Hearings:**
  - The time commitment for case hearings may vary, but members can expect to be involved in hearings approximately 2–4 times per semester, with each hearing typically lasting 3–5 hours.
  - Board members should anticipate an additional 1–2 hours per case for pre-hearing review.
- **Selection:**
  - Board members are expected to participate in the selection process in February and March. This includes application review, interviews, and deliberations.

### **Application Process:**

To apply, please complete the online application. From there, a group of applicants will be selected for an initial in-person interview. A small number of candidates will then be selected for second round group interviews, and the final slate will be put forth and voted on by the current CRB members.

*Bowdoin College is committed to creating an inclusive and equitable community for all students. We welcome applications from students with diverse and varied experiences and perspectives, including those with prior disciplinary or criminal histories.*