

February 10, 2020

Memo: 2020 - 2021 Housing Allocation Process

Thank you for your interest in participating in the housing allocation process for the 2020 - 2021 academic year. This process provides an opportunity for fraternities and sororities to apply for available University-owned housing on the Row. The process was developed by student representatives from each governing council appointed by the Fraternity and Sorority Life Steering Committee in collaboration with community stakeholders. We are appreciative of the insights provided by students, alumni, and advisors during the development of the process. The guidelines in the application emphasize elements that are essential to chapter excellence and reflective of positive contributions to the Stanford community.

A successful application will be authentic, original, and clearly articulate how granting your organization(s) will positively enhance the student experience and residential community. **The deadline for submitting a completed application is Friday, February 21st at noon via Box.** Late applications will not be considered. Inaccurate or incomplete applications will compromise your organization's consideration for housing.

All fraternities and sororities will receive this letter. We understand that not all organizations are interested in housing or may already be housed. Please read this letter and application requirements thoroughly if your organization intends to apply for housing. Relevant information related to the process is available in this [folder](#) as well on the [ResEd](#) website. **The organization should designate a primary contact person and complete the [Housing Allocation Interest Form](#) by Friday, February 14th.**

Two University-owned facilities are available beginning the 2020 - 2021 academic year:

- 1047 Campus Drive will be available in 2020 - 2021 academic year for three years.
- 664 Lomita will be available for the 2020 - 2021 academic year for one year. This process will be implemented to fill the house for the 2021 - 2022 academic year for a specified amount of time to be determined.
- *Due to on-going litigation, we are waiting to determine the assignment and selection for 550 Lasuen. We will keep you updated when we have more information.*

Please direct any inquiries to Christopher Carter, Assistant Director, Office of Student Engagement, cartercr@stanford.edu; 650-206-3781.

Housing Allocation Program

Winter 2020

Process

The housing allocation process consists of two primary elements:

1. Application Process - Chapter must submit written materials that address a series of prompts and submit relevant documentation related to the following. ***Overview of prompts and supplemental documentation provided in the appendix. Responses to each section should not exceed 2 pages, double-spaced, 12-point font.***
 - a. Chapter Values and Culture
 - b. Housing Operations

2. Panel Presentation and Dialogue - Chapter(s) will present to a selection panel and address the following prompts in the presentation. *Panels will last 45 minutes beginning with a 10-15 minute presentation followed by 30 minutes of dialogue with the panel.*
 - a. What are the values that animate the goals, priorities, and initiatives of the chapter?
 - b. What does being a chapter that happens to be housed mean to your organization?
 - c. How does a University-owned facility enable the organization to positively contribute to chapter members and the Stanford community?

Program Components

Eligibility

- Any recognized fraternity or sorority in good standing may submit an application as a chapter or in collaboration with one or more other fraternities or sororities in good standing.
 - Good standing refers to a chapter that is active and recognized by their inter/national organization and Stanford University. A chapter that is inactive or under suspension status is not considered in good standing. A chapter with current sanctions from the Office of Community Standards (OCS) is still considered in good standing.
 - No chapter may submit an individual application and a joint application.
- Chapters that do not have the membership size to fulfill occupancy requirements must provide a thorough boarder/pre-assignment program that articulates their plan to fill the remaining vacancies in the house. This plan can be supplemented as a supplemental document.

- Boarder/pre-assignment program should also outline expectations for non-members and measures to hold them accountable to the goals of the chapter and house staff.

Selection Panel

Panel will be comprised of five members based on recommendations from the housing allocation subcommittee and FSL professional staff as non-voting members. The panel will submit recommendations to the Provost for final determination. Panelists will be named and communicated prior to the submission deadline.

- Residential & Dining Enterprises
- Residential Education
- Stanford Greek alum from a housed chapter
- Professional staff from campus stakeholders with direct engagement with the Greek community.

Selection

- Chapters will be placed in rank order by the selection panel.
- The selection panel will submit its recommended rankings and rationale to the Provost.
- The provost may request to meet with some or all of the panelists before confirming or amending the final rank ordered list. The provost may also review materials submitted by the chapters applying for housing.
- Once confirmed, the Provost will share the final rank ordered list with the panel. FSL professional staff will make offers to the organizations in ranked order on a rolling basis until dedicated Greek housing is no longer available.
 - The highest ranked chapter will be able to decide on which available house to select and the next ranked chapter may accept what is available or pass and so on.
 - Each chapter will be provided 48 hours to deliberate.

Assessment

Chapters will be assessed on the following criteria:

- Chapter's ability to articulate collective values with clarity and demonstrate how the values drive the chapter towards excellence.
- Chapter's ability to demonstrate a culture of [collective responsibility](#) and implementation of measures to hold members accountable for their actions.
- Chapter's ability to demonstrate sustained positive contributions to the Stanford community above and beyond social engagement.

- Chapter's ability to articulate effective implementation of education and measures to address harm in their organization and the Stanford community (power-based violence, hazing, high-risk drinking, substance use/abuse, etc.)
- Chapter's ability to demonstrate a commitment to equity and inclusion in the culture, values, relationships, and programming of the organization.
- Chapter's ability to articulate how the organization enhances academic achievement, student learning, and student wellness for members and the Stanford community.
- Chapter's ability to articulate how the organization would fulfill the responsibilities of operating a University-owned housing facility (staffing, finances, maintenance, occupancy, stakeholders, etc.)

Timeline

- Open House February 12th at noon.
- Notification of Interest Form due February 14th.
- Applications due February 21st at noon via Box.
- Presentations scheduled February 24th, 25th, and 26th.
- Recommendations submitted to Provost on Friday, February 28th.
- Housing offers delivered Week 9.

Appendix

Prompts

Responses to each section should not exceed 2 pages, double-spaced, 12-point font.

- **Chapter Values and Culture**
 - Chapter Values
 - What are the values that animate your chapter's goals, priorities, and initiatives?
 - How has your chapter demonstrated these values at Stanford University?
 - How would the chapter leverage a University-owned facility to further showcase these values?
 - Equity and Inclusion
 - What initiatives are currently in place that support a culture of equity and inclusivity within the chapter?
 - How does your chapter currently support underrepresented communities at Stanford?
 - How would the chapter leverage a University-owned facility to support historically underrepresented communities and enhance a culture of equity and inclusion at Stanford?
 - Student Wellness
 - How does the chapter promote a culture of wellness (physical, mental, emotional, spiritual, etc.) for members and the Stanford community?
 - How would the chapter leverage a University-owned facility to further these efforts?
 - Collective Responsibility
 - What measures does the chapter utilize to promote a culture of collective responsibility and hold members accountable?
 - How would the chapter promote a culture of accountability for residents in a University-owned facility?
 - Harm Reduction
 - What risk reduction plans and policies are currently implemented by the organization?
 - How does the chapter educate members on issues highlighted below?
 - Power-based personal violence (sexual misconduct, sexual harassment, sexual assault, hazing, etc.)
 - High-risk drinking and associated behaviors

- Illegal substance use/abuse
 - How does the chapter envision these issues manifesting in a University-owned facility and how would the chapter address them proactively?
 - Academic Achievement and Student Learning
 - How does the chapter promote a culture of academic achievement and student learning within the organization?
 - How does the chapter support members struggling academically? How does the chapter recognize the academic accomplishments of members?
 - How would the chapter leverage a University-owned facility to promote a culture of academic excellence and enhance student learning?
- **Housing Operations**
 - How would your organization select members to reside in the University-owned facility? How would the organization maintain 100% occupancy?
 - How would your organization select members to serve as house staff in alignment with the expectations of Residential Education? Identify the knowledge, skills, and attributes the organization would prioritize in the selection of house staff. How would your chapter leadership and house leadership work together?
 - What is the chapter's understanding of relevant relationships in operating a University-owned facility? How would the chapter partner with relevant stakeholders (community coordinator, housing building manager, chef, housing front desk, residence dean, etc.)?
 - Does the chapter maintain a culture of fiscal transparency and integrity? If so, how? What are the opportunities for improvement? What measures would the chapter implement to sustain a culture of fiscal responsibility? How would the chapter navigate funds related to the chapter and the facility?
- **Supplemental Information** (should be submitted with application)
 - Updated chapter roster (name, SUID, class year, position/officer)
 - Risk management policy and response plan
 - National organization policy and local chapter plan
 - Insurance policy
 - Chapter and national dues information for active and new members
 - Chapter budget
 - Letter of recommendation from **one** relevant stakeholder (optional, not required).
 - Notification of your intent to seek housing with the inter/national headquarters staff.

- Formal acknowledgement from your inter/national organization that the chapter intends to apply for housing. *Does not need to be approval.*
- Pre-Assignment/Boarder program (if applicable)
- ***FSL Staff will share the following with selection panel***
 - SOE results for each cycle of participation
 - Chapter conduct history for the past two years