

Peer Academic Leader (PAL) Student Employee Contract

Office of Academic Support | Bryn Mawr College

This agreement outlines the shared expectations for the undergraduate students employed as Peer Academic Leaders (PALs) within the Office of Academic Support (OAS). PALs may serve in different positions and assignments within the program; specific responsibilities are outlined in the applicable PAL position description.

By accepting a PAL appointment, I acknowledge and agree to the following:

1. Academic Eligibility

- I will maintain the academic eligibility requirements established for my PAL position, adhere to BMC Honor Code regulations, and remain in good academic standing.
- I will communicate with my supervisor if academic circumstances may affect my ability to fulfill my PAL responsibilities.

2. Training, Meetings, and Professional Development

- I will complete required PAL training and participate in required meetings, supervision, professional development, and assessment activities.
- I will arrive prepared, participate actively, and communicate with my supervisor about circumstances that affect my ability to participate.

3. Working with Students

- I will treat students with respect and professionalism and support them in developing their own academic skills, strategies, and independence.
- I will work within the scope of my PAL role, training, and expertise and seek assistance from OAS staff when a situation falls outside my role.

4. Confidentiality, Privacy, and Professional Boundaries

- I will protect the privacy and confidentiality of student information encountered through my work as a PAL and follow applicable College policies and procedures regarding student privacy and confidentiality. **I understand that my confidentiality responsibilities continue after my PAL appointment ends.**
- I will maintain appropriate professional boundaries and consult with my supervisor when a student shares information that raises concerns about their safety or the safety of others. I will follow OAS procedures for connecting students with appropriate support or submitting a **Student of Concern Referral Form** on behalf of or with the student when appropriate.

5. Administrative Responsibilities and Communication

- I will complete required administrative tasks, documentation, reports, and other responsibilities accurately and by established deadlines.

- I will monitor designated PAL communication channels, respond within established timeframes, and communicate promptly with my supervisor regarding scheduling, absences, concerns, or barriers to completing my responsibilities.

6. Compensation and Hours

- I understand that my compensation, authorized hours, and appointment period are determined by my individual PAL appointment and applicable College policies.
- I will accurately record hours worked, work only authorized hours, and follow College procedures governing student employment.
- I will follow BMC's biweekly student payroll timeline by submitting my hours for each pay period by 5:00 pm EDT on Tuesdays in the Workday system.

7. Professional Conduct and Social Media

- I will represent OAS and Bryn Mawr College in a professional, respectful, and responsible manner and follow applicable College and OAS policies and expectations.
- I will use appropriate judgment when communicating publicly or online in connection with my PAL role, protect the privacy of students and colleagues, and not represent my personal opinions, views, or statements as official positions or representations of OAS or Bryn Mawr College.

8. Reappointment and Termination

- I understand that a PAL appointment does not guarantee reappointment. Reappointment may be based on academic eligibility, completion of required training, job performance, professional conduct, reliability, and programmatic needs.
- I understand that my PAL appointment may be ended in accordance with applicable College policies and procedures if I do not meet the expectations of my position, this agreement, or College policies. If I choose to resign, I will communicate with my supervisor and provide appropriate notice consistent with College and OAS expectations.

Acknowledgment

I acknowledge that I have read and understand the expectations outlined in this agreement. I understand that my specific PAL position description may include additional responsibilities and expectations.

I agree to fulfill my responsibilities as a Peer Academic Leader to the best of my ability and to seek clarification from my supervisor when I have questions about my role, responsibilities, or expectations.

PAL Full Name (Printed):

PAL Position:

PAL Signature:

Appointment Period:

Supervisor Signature:

Date: