ROLES & RESPONSIBILITIES OF HALL MASTERS

Roles

Hall Masters are full-time, tenured Academic staff appointed to head the Halls of Residence. Hall Masters work closely with the Office of Student Affairs and the Resident Fellows in providing the leadership and direction for the development of the Halls. They oversee the administration, programming, management and operation of the Halls, and are responsible for the overall welfare, discipline and quality of residential life for students residing in the Halls.

Responsibilities

(1) To lead a team of Resident Fellows, Hall Office (Residential Life) staff and student leaders in the administration, management and operation of the Hall, in areas such as admission, budgeting, financial management, and residential life. These include:

(i) Providing leadership and initiative for the development of a residential community of students in support of the University’s Mission and Vision, and its educational goals.

(ii) Overseeing the management and operation of the Hall. This includes the formulation, implementation, review and enhancement of operating procedures and systems to ensure efficiency and accountability in the management and operation of the Hall.

(iii) Overseeing the administration of the Hall. This includes Hall staff matters and student matters such as Hall admission in conjunction with the broad admission guidelines and criteria established by the Office of Student Affairs for all hostels.

(iv) Planning and overseeing the Hall operating budget, financial operation, and reserve funds. This includes working very closely with the Office of Finance, Office of Student Affairs, the Hall Domestic Bursar, and student project leaders to ensure sound financial operation, compliance with University financial guidelines, and financial accountability.

(v) Overseeing and managing crisis cases in the Hall. This includes formulating and implementation the Hall’s crisis plan and serving as the Incident Commander in the event of any crisis.
(vi) Briefing, advising and guiding the Resident Fellows on their job expectations and performances, and evaluating their job performance to provide recommendations for their re-appointment/termination of appointments.

(vii) Briefing, advising and guiding the Junior Common Room Committee (JCRC) and other student leaders on their roles and responsibilities.

(2) To oversee student programmes, activities and student well-being in the Hall. This includes:

(i) Working very closely with the Senior Common Room Committee (SCRC) and JCRC in enhancing the living environment and experience of the residents in the Hall by developing structured, focused and purposeful programmes.

(ii) Working with the SCRC and JCRC in developing structured, focused and purposeful programmes, ensuring that student activities are conducted in support of university objectives and aspirations, and within stipulated university guidelines and procedures.

(iii) Providing opportunities for students to gain exposure through experiential learning and life skills to prepare them for the outside world.

(iv) Promoting the safety and welfare of all students residing in the Hall. This includes crisis intervention, conflict mediation, and providing support and referrals for students in need.

(3) To maintain Hall community standards and discipline.

(4) To foster a strong affiliation among residents and Hall alumni to the University.

(5) To promote the hall as a distinctive form of campus residence. This can be done through:

(i) Embracing student interests through a full spectrum of opportunities to broaden and deepen pursuits in culture and the arts, community engagements, and sports.

(ii) Celebrating diversity through different platforms for interaction and cross fertilization of ideas among students from various backgrounds and disciplines.
(iii) Forging enduring bonds through memorable residential experiences and a shared sense of tradition and heritage within a close-knit and supportive Hall community.

(6) To position the hall as a residential pathway for enhancing and enriching the NUS educational experience through experiential learning. This can be done through:

(i) Promoting active student participation and engagement in culture and the arts, community engagements and sports to groom individuals of well-rounded character.

(ii) Offering a wide range of co-curricular activities with teamwork and leadership opportunities to nurture constructive and responsible members of a community, ready to assume leadership.

(7) To frame the hall as a living and learning community within a larger NUS community. This can be done through:

(i) Providing opportunities for synergies so that there can be greater cooperation and collaboration among the halls and with other university entities.

(ii) Building a shared identity, fostering a sense of belonging towards the University by leveraging on the hall’s tradition and heritage.

(iii) Identifying and having important vehicles for instilling social consciousness and promoting community awareness so as to empower our youth to embrace and actively engage the wider community.

Terms of Appointment

Hall Masters are appointed by the Vice-Provost (Student Life). They report to the Dean of Students.

A Hall Master is appointed initially for a one-year term. This may be renewed for another three 3-year terms (total: 10 years) subject to satisfactory discharge of responsibilities and upon recommendation of the Dean of Students.

Barring exceptional circumstances, an advance three-month notice for termination of resignation from the appointment should be provided.
Expectations of a Hall Master

The following are expected of Hall Masters:

(i) Maintain full residence in the Hall throughout the term of service, unless on overseas leave, or under extenuating circumstances as approved by the Vice-Provost (Student Life).

(ii) A high level of honesty and integrity, and commitment to make a difference to the life of students.

(iii) Good leadership, team spirit, and role model conduct; and the ability to execute duties and responsibilities in a matured, rational, consistent and fair manner.

(iv) Discharge their duties and responsibilities fully and up to the end of their term of service (with the exception of extenuating circumstances).

(v) Reinforce university aspirations and policies among the Hall administration staff, SCRC, JCRC and residents.

(vi) Prompt response to emergencies and crisis cases in the Hall and to manage them appropriately.

Recognition of Service / Incentives

In recognition of service rendered, a Hall Master is provided with a fully furnished, air-conditioned three-bedroom apartment in the Hall. Charges for utilities (capped at a predetermined level), meals catered at the Dining Hall during the university semester and basic telephone services are borne by the Hall.

In addition, a Hall Master is also provided with a responsibility allowance of $1,000 per month during his term of service.

Depending on the Hall Master’s performance as assessed by the Dean of Students and the Vice-Provost (Student Life), an annual performance bonus may be recommended to and awarded.
Application for Leave

Hall Masters are entitled to such leave as provided by the University. Application for leave is through the Hall Master’s affiliated Faculty or Department. The Hall Master is to inform the Dean of Students about his leave and duty coverage plan at least one week before the commencement of the leave period. For longer leave period (e.g. sabbatical leave), the Hall Master is expected to work out the period of leave and duty coverage with the Dean of Students before embarking on the application for such leave.

Agreement

I accept the appointment of Hall Master under the terms and conditions as outlined above which I have read and fully understood. I agree to abide by all these terms and conditions as well as all applicable University policies and procedures relevant to my appointment.

I also understand that any breach on my part of any of the terms and conditions of my duties and responsibilities will render me liable to possible disciplinary action and/or immediate termination of my appointment as Hall Master.

Full Name:
Department/Faculty:

________________________  ______________________
Signature                  Date