STANDARDS OF EXCELLENCE

PROGRAM GUIDE
TABLE OF CONTENTS

Fraternity & Sorority Life Vision Statement

Fraternity & Sorority Life Mission Statement

Fraternity & Sorority Life Core Values

Standards of Excellence Philosophy

Program Components
  Compliance and Efficiency
    Quarterly Roster
    Authorization of Grade Disclosure & Hazing Policy Compliance Statement

  Harm Reduction Education

  Leadership Education

  Social Justice Education

  Council Standing

  Philanthropy Dollars Raised and Service Hours Completed

  Policies and Standards of Excellence Acknowledgments

Chapter Coach Meetings

Chapter Coaching
  Q1: Strategic Goal Setting
  Q2: Progress Review
  Q3: Final Report & Transition

Accountability
  Chapter Coaching
  Conduct Referral
I. Fraternity & Sorority Life Vision Statement
   A. We aim to create a socially just and responsible fraternity and sorority community.

II. Fraternity & Sorority Life Mission Statement
   A. The mission of Fraternity & Sorority Life is to, in partnership with students, foster a positive, healthy, and equitable social experience for all members of our community.

III. Fraternity & Sorority Life Core Values
   A. Wellness: the physical, mental, and emotional well-being of the chapter.
   B. Accountability: the knowledge of, commitment to, and willingness to accept responsibility for policies and expectations.
   C. Chapter Development: the ongoing individual and collective development of members.
   D. Social Justice: the holistic understanding of privilege, power, and oppression and a commitment to action.
   E. Campus & Community Partnership: the contribution to campus and surrounding communities through the development of sustainable and purposeful partnerships.

IV. Standards of Excellence Philosophy
   A. Fraternity & Sorority Life believes that each chapter has the ability to enhance their own organization and the collective Northwestern community. The Standards of Excellence program enables chapters to identify the best pathways to their success while maintaining minimum expectations of compliance and efficiency. This program does not assume every chapter at Northwestern is the same; instead the program encourages chapters to assess, plan, and execute goals that fit into their own strategy for success. Through this program, chapters have the ability to create sustainable positive change within the scope of Fraternity & Sorority Life vision, mission, and core values for the community.
V. Program Components
   A. Compliance and Efficiency

In order for chapters to be a recognized fraternity or sorority at Northwestern University through Fraternity & Sorority Life (FSL) and at Northwestern University, chapters must update and/or provide information with FSL regularly and by indicated timelines. These expectations of compliance and efficiency are below:

■ Quarterly Roster

Fraternity & Sorority Life is best positioned to support our community when we have accurate information about membership available. Rosters are a key component of the many operations across our area.

- Chapters will be required to maintain an accurate roster with Northwestern University Fraternity & Sorority Life.
  - Deadlines for Roster Updates
    ■ Two (2) Weeks Before Start of Fall Quarter
    ■ Three (3) Weeks After Start of Winter Quarter
    ■ Two (2) Weeks After Start of Spring Quarter
  
- Rosters will be the primary tool for the production of grade reports. Rosters must be updated no later than one week before the last day of classes in order for an accurate grade report to be produced.
  - Deadlines for Grade Reporting
    ■ One (1) Week in Advance of Fall Quarter Finals
    ■ One (1) Week in Advance of Winter Quarter Finals
    ■ One (1) Week in Advance of Spring Quarter Finals

- Any time chapters have new members join outside of these defined deadlines, they have 48 hours to add them to their rosters.

■ Authorization of Grade Disclosure & Hazing Policy Compliance Statement

Each quarter, Fraternity & Sorority Life generates grade reports to track academic performance of chapters and their membership.

- All new members must complete an Authorization of Grade Disclosure and Hazing Policy Compliance Statement by the following deadlines within the quarter in which they accepted a bid or were initiated into their fraternity or sorority.
  - Deadlines for Completion
    ■ One (1) Week in Advance of Fall Quarter Finals
    ■ One (1) Week in Advance of Winter Quarter Finals
    ■ One (1) Week in Advance of Spring Quarter Finals
Harm Reduction Education

Fraternity & Sorority Life is committed to developing the capacity of our community to prevent/reduce harm and manage risk. The following are requisites of chapters to maintain compliance:

- Chapters must have representation at monthly harm reduction workshops.
  - Chapters are encouraged to send Risk Managers, Social Chairs, and/or members responsible for risk management.
  - Representatives cannot be New Members.
- Chapter membership must complete hazing prevention education.
  - New Members must complete *Hazing Prevention 101: It’s Everyone’s Responsibility™ and the Fraternity & Sorority Life Module* within one (1) week of beginning new member education.
  - New Member Educators who have not completed the modules previously must do so prior to beginning new member education.
    - If two (2) years have elapsed since New Member Educators completed the modules they must complete *Hazing Prevention 101: It’s Everyone’s Responsibility™ Refresher* prior to beginning new member education.
- Chapters must register all events involving contracts with third-party venues where alcohol will be present.
  - Chapters must complete this *Event Registration* form no less than ten (10) days in advance of their event.
  - While it is not required to develop risk management plans for events beyond the aforementioned parameters it is strongly encouraged.

Leadership Education

Fraternity and Sorority Life values leadership development. Presidents will be provided with the opportunity to expand their leadership skills in community with other student leaders.

- Chapter Presidents are required to attend the Greek Leadership Retreat in the Spring quarter. If the President cannot attend, they may send another member of the executive board in their place.
Social Justice Education

Fraternity & Sorority Life believes that in order for fraternities and sororities to be committed members and leaders of their greater communities, there needs to be continual learning and engagement on the topic of social justice.

- All new members are required to complete an introductory workshop with CARE/SHAPE/MARS with at least 80% of new members in attendance.
- All new members are required to complete a PIE identity workshop with at least 80% of new members in attendance.
- Each quarter, it is required that chapters complete one social justice education workshop that aligns with the current thematic focus. 60% of the chapter’s members must be in attendance.

Council Standing

Fraternity & Sorority Life’s mission speaks to our work in partnership with students. Therefore, FSL has a philosophy of shared governance. Chapters are recognized by both Northwestern University Fraternity & Sorority Life as well as Governing Councils.

- All chapters must be in good standing with one of four governing councils recognized by Northwestern University: Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), or Panhellenic Association (PHA).
- Each council sets and maintains minimum standards for recognition and may, in conjunction with Fraternity & Sorority Life, choose to sanction chapters accordingly, which can include removal of recognition, for failure to meet these minimum standards.

Philanthropy Dollars Raised and Service Hours Completed

Philanthropy and service is a central component of why fraternities and sororities exist, allowing our chapters to give back to the communities we are part of. Fraternity & Sorority Life tracks this information to understand and share the impact of fraternities and sororities in regards to their philanthropy and service engagement.

- Deadlines for Completion
  - One (1) Week in Advance of Fall Quarter Finals
  - One (1) Week in Advance of Winter Quarter Finals
  - One (1) Week in Advance of Spring Quarter Finals
Policies and Standards of Excellence Acknowledgments

Timely and meaningful acknowledgment of *Standards of Excellence* and university policies are essential for a successful and meaningful fraternity or sorority experience at Northwestern University. Acknowledgement demonstrates a chapter’s understanding of standards set by Northwestern University Fraternity & Sorority Life, their respective Governing Council, and the Office of Student Conduct through the student handbook. In the event that standards are not met, acknowledgement sets the stage for ongoing strategic communication about how to move the chapter towards a culture of compliance and efficiency.

- Fraternity and sororities are expected to comply with all University policies, including the Student Code of Conduct and all additional policies pertaining to groups and organizations. (i.e. residential housing policies). A group or organization may be held responsible for the actions and behaviors of its members and guests. The decision to hold a chapter responsible as a whole is ultimately determined by examining all of the circumstances in a situation and by taking into account many factors. These factors and a complete account of what is expected from fraternity and sorority chapters may be found in the Northwestern University Student Handbook.

- Chapters are expected to participate in the Northwestern University Fraternity & Sorority Life *Standards of Excellence* program outlined here.

- It is the responsibility of each chapter’s leadership to communicate these expectations to its members. Once this is completed, the Chapter President should electronically sign the Policies & Standards of Excellence Acknowledgement by the end of the second week into the start of a new chapter administration/leadership transition.

Chapter Coach Meetings

Fraternity & Sorority Life is invested in providing consistent guidance and support to our community’s chapters.

- Chapter Presidents are responsible for coordinating at least two in-person meetings with their Chapter Coach each quarter.
B. Chapter Coaching

Fraternity & Sorority Life is committed to supporting our chapters through consistent, intentional conversations about their growth. We believe this should be a process in which chapters continually explore and develop better ways to serve their own purposes and those of the greater community.

Q1: Strategic Goal Setting

- Chapters will conduct an assessment to identify areas of strength and areas of growth. The goal of the assessment is for the chapter to better understand their current realities so that the organization may evaluate how to create a more impactful membership experience. Chapters should consider assessing current attitudes and beliefs, in addition to quantitative data (GPA, conduct violations, chapter surveys, etc.). There are many stakeholder groups involved with the assessment projects. The chapter may include current chapter members, alumni(ae), chapter advisors, regional advisors, and/or inter/national headquarters staff. We ask that chapters consider the Fraternity & Sorority Life Vision, Mission, and Core Values and Standards of Excellence Philosophy when developing their assessments. They should also consider their organization’s guiding documents and principles.
- After completing the assessment, chapters should utilize the results to create strategic goals and an action plan for implementation. The goals and action plan will then inform the material compiled for the chapter final report.

Q2: Progress Review

- Chapters are responsible for discussing progress on their goals from the previous quarter with their Chapter Coach during one of their two scheduled meetings of this quarter. Chapters should be prepared to share progress on each goal, what additional steps or work needs to be done, and if any adjustments need to be made to their original plan.

Q3: Final Report & Transition

- Chapters will prepare a final report to be discussed during one of their two scheduled meetings with their Chapter Coach this quarter. This final report should include how the chapter fared with completion of its goals and what needs to be considered for the chapter’s growth moving forward. The final report might also include (but is not required to) information on any of the following:
chapter successes and achievements, chapter challenges and areas for growth, chapter impact on members, lessons learned, plans for the future. The report should be no longer than one page, front and back.

- In order to ensure continuity, chapters are responsible for discussing their leadership transition process with their Chapter Coach. This may include, but is not limited to, items like officer training, creating/updating transition resources, and supporting new leadership in planning for their upcoming term.

VI. Accountability

Accountability is a core value of Fraternity & Sorority Life at Northwestern University. Our intent with these policies is to ensure chapters maintain their commitments and own the impact of their actions and/or inaction on the broader community. Accountability includes, but is not limited to, the following methods.

A. Chapter Coaching
   - Chapter Coaches will make an effort to be proactive about a chapters’ status relative to compliance with Standards of Excellence. Ultimately, chapters are responsible for adhering to the expectations of the program.
   - Should a chapter fail to adhere to any of the aforementioned compliance expectations within Standards of Excellence, Chapter Coaches may send a notification via email to the Chapter President. This notification will include information about the compliance issue(s) and a reasonable resolution to ensure a chapter returns to good standing.
   - Should a chapter fail to respond and/or address the compliance issue(s) raised via email by their Chapter Coach, the Chapter Coach will schedule an in-person meeting with the Chapter President for further follow up; the appropriate chapter support representative (e.g. Alumnae Advisor, Regional Officer, National Officer, etc.) will be included on communication with the organization.
   - Chapters that fail to comply and/or address the compliance issue(s) raised by their Chapter Coach may be referred to the Office of Student Conduct.

B. Conduct Referral
   - The Office of Student Conduct will review the matter and determine the appropriate means of resolution, which may include formal resolution.