

Dr. [REDACTED]

EDUCATION

Virginia Commonwealth University

Richmond, VA

Doctor of Education in Leadership

May 2025

- Transforming from Outsider to Insider: A Study on New Employee Acculturation to Boost Retention

University of Connecticut

Storrs, CT

Master of Arts in Higher Education and Student Affairs

May 2011

Loyola University in Maryland

Baltimore, MD

Bachelor of Arts in Psychology/Sociology and Minor in Special Education

May 2009

STUDENT AFFAIRS EXPERIENCE

Christopher Newport University

Newport News, VA

Assistant Dean of Students

November 2024-current

- Oversee multiple systems managing students of concern, creating and leading a comprehensive case management system supervising the Center for Honor Enrichment & Community Standards and Accessibility and Care Team Support.
- Supervise the Director of Accessibility and Care Team Support and indirectly supervise 2 Assistant Directors of Accessibility and Care Team Support.
- Serve as the lead decision-maker for student issues that require nuanced judgment and navigation, including student safety, high-risk behavior, and cross-departmental coordination.
- Manage and oversee the day-to-day needs and management of issues reported to Student Affairs.
- Write, review, and update policies relevant to students.

Director, Center for Honor Enrichment & Community Standards

August 2019-current

- Provide leadership and management of the University's response to non-academic student concerns; including the adjudication of student disciplinary issues (conduct and academic integrity), and non-clinical response for student mental health concerns.
- Managed highly complex and sensitive cases requiring daily interaction and coordination with students, families, University legal counsel, law enforcement personnel, faculty, staff, and senior administrators.
- Supervise, evaluate, and train two full-time professional Assistant Directors and part-time Graduate interns.
- Primary system administrator for the Maxient database that is used for Student Conduct, Academic Integrity, Title IX, Threat Assessment, Student Accommodations and student concerns.
- Chair the Behavior Intervention Team; responsible for determining the appropriate response, documentation, and outcomes for behavior concerns member of the Threat Assessment Team when appropriate.
- Maintain and report Clery Act crime statistics including consulting on timely warnings that are issued.
- Communicate and collaborate with Faculty and Academic Deans regarding behavior concerns and academic integrity in the classroom.
- Design and facilitate proactive educational programming and training for the University community including presenting to Faculty Senate, Faculty committees, and to new students.

- Oversee disciplinary background checks and review and investigate any enrollment-related disciplinary issues that are disclosed on new student applications.
- Recommend and monitor the office budget; review and approve requests for expenditures.
- Assess and compile data to report on the services, interventions, and outcomes for student concerns.

Northern Arizona University

Senior Associate Dean of Students

Flagstaff, AZ

June 2018-July 2019

- Provided leadership and management of the University's student judicial system for a student population of over 28,000.
- Facilitated the Student Behavior Intervention Team to identify, address, and respond to student behavior concerns.
- Coordinated the management of all Title IX cases, investigations, and compliance measures for incidents involving students.
- Supervised, evaluated, and trained two Title IX Investigators, two Coordinators for Student Rights and Responsibilities, one Graduate Assistant, and two Title IX Graduate Interns.
- Managed and adjudicated highly complex and sensitive cases requiring daily interaction and coordination with students, families, University legal counsel, law enforcement personnel, faculty, staff, and senior administrators.
- Provided emergency support for the campus community during non-business hours.
- Promote compliance with federal, state, and local laws, Arizona statewide university policies, federal guidance, legislation, and regulation.
- Managed revisions to the Student Disciplinary Procedures and Student Sexual or Gender-Based Harassment and Sexual Misconduct Policy and Procedures.
- Oversight over the maintenance of all disciplinary records using Symplicity Advocate Software.
- Provided day-to-day leadership for the Office of the Dean of Students, representing the office in the absence of or designated by the Dean of Students.
- Executed immediate decisions under pressure and provided proactive solutions to behavioral concerns.

Dean College

Director of Student Conduct & Community Standards

Franklin, MA

September 2014-May 2018

- Served as the College's chief student conduct officer by managing all components of the College's discipline system & Title IX Investigation process for a student population of 1,000.
- Supervised and trained one Resident Director/Student Conduct Coordinator, one Hearing Officer/Title IX Officer, and one graduate intern.
- Managed all files and records of student conduct, students of concern, Title IX, and academic integrity
- Chaired the College's CARE Team to identify students of concern and create interventions to encourage student wellness and provide appropriate interventions.
- Adjudicated highly complex and sensitive violations of the *Code of Student Conduct* which may result in separation from the College and require interaction with students, families, law enforcement personnel, faculty, or staff.
- Collected and published mid-semester, end-of-semester and yearly reports for the Vice President of Enrollment and Retention.
- Collaborated with the Director of Law Enforcement Services & Risk Management and Campus Safety to publish Clery statistics.

- Conducted a full revision of the *Code of Student Conduct* in addition to yearly reviews and revisions.
- Served on the Academic Appeals Board for students who have been academically suspended from the College.
- Presented to students, parents, and families at campus-wide events including New Student Orientation and New Student Welcome.
- Recommend and monitor the office budget; review and approve requests for expenditures.

Deputy Title IX Coordinator

- Coordinated the management of all Title IX cases and compliance work involving students.
- Train and oversee the investigations of College Title IX Investigators for cases involving students.
- Investigate incidents of sexual violence, issue interim measures and determine responsibility and sanctions.
- Managed and updated all policies, procedures, and documents that pertain to incidents of sexual violence to ensure College compliance.
- Facilitated campus-wide training for students, faculty, and staff in collaboration with the Title IX Coordinator and Deputy Title IX Coordinator for Staff/Faculty.
- Initiated the college's first Campus Climate Study in which 60% of students participated, distributed to all students, analyzed results and published recommendations.

Christopher Newport University

Newport News, VA

Assistant Director, Center for Honor Enrichment & Community Standards

June 2011-Sept.2014

- Adjudicate academic integrity and conduct incidents that may result in separation from the university.
- Identify students of concern and determine appropriate follow-up by utilizing campus resources.
- Design educational and developmental sanctions to hold students accountable, and encourage community engagement and personal responsibility.
- Serve as the primary investigator for sexual misconduct cases.
- Supervise a graduate intern and a graduate assistant and oversee the adjudication of cases by Residence Life staff.
- Collaborate with Residence Life, Faculty and Student Affairs colleagues to address behavior concerns.
- Develop and facilitate a year-long comprehensive training plan for student panel members that includes information about policy and procedures as well as special topics in Title IX, and FERPA.
- Develop a programming and outreach plan to intentionally connect with students, faculty and staff.
- Implement major university programs about honor, integrity, decision-making and consent.

RELEVANT STUDENT AFFAIRS EXPERIENCE

External Reviewer for a Liberal Arts Institution's Student Conduct Office

May 2025-current

Private, Liberal Arts Institution in the Northeast

- Review and assess relevant policies and procedures of the student conduct office
- Identify best practices and provided recommendations for student conduct work and generate recommendations

Title IX Implementation Committee Member

October 2023-February 2024

Christopher Newport University

- Appointed by the President to serve on a committee to propose new strategies for the “Title IX” functional area for the University.
- Collaborate with campus partners and executive leaders to identify best practices and solutions for the work of the office.

Data Governance Committee Member

January 2023-December 2023

Christopher Newport University

- Provide insight and expertise as the campus Maxient administrator regarding cloud-based systems
- Creating and co-authoring a data-sharing policy for the University.

External Co-Reviewer for a Peer Institution’s Student Conduct Office

May 2022–January 2023

Peer (Virginia) Public, Liberal Arts Institution

- Reviewed and assessed relevant policies and procedures of the student conduct office
- Interviewed campus stakeholders including the University president to assess the perspectives and viewpoints of the student conduct office work.
- Reviewed best practices and provided recommendations for student conduct work in the field and generated recommendations.
- Collaborated and communicated with peer reviewer to write the final report providing an analysis of the information we collected and recommendations for improving practice.

Author, Student Conduct Administration Certificate

February 2022-April 2022

Higher Education Consortium for Student Affairs Certification

- Created and edited questions and content for the certificate program for the “student conduct” track.

Student Testing Coordinator & Case Management Oversight

Newport News, VA

Christopher Newport University

July 2020-June 2022

- Oversaw and supported case managers who worked with students who tested positive for COVID-19.
- Created the system to track and document case management efforts and communicate with the caseload of students who need to isolate or quarantine.
- Coordinated with Riverside Health nursing staff and Director of Human Resources.
- Published complex reports regarding COVID-19 trends and relevant data that is presented to the Board of Visitors and on the University’s public dashboard.

PROFESSIONAL INVOLVEMENT & TRAINING

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| ASCA Region 9 Co-Coordinator (Maryland, DC, Virginia, West Virginia) | April 2024-current |
| Member of the ASCA Financial Advisory Standing Taskforce | July 2023-current |
| Threat Evaluation and Reporting Overview, Department of Homeland Security | October 2023 |
| ASCA Region 9 Coordinator (Maryland, DC, Virginia, West Virginia) | April 2020-April 2022 |
| NASPA Title IX Certificate Program for Title IX Decision-Makers | October 2021 |
| DOJ, Violence Against Women Grant Recipient (Dean College) | November 2017-May 2018 |
| ASCA Viewpoints Podcast Episode 1.12 | Aired on November 14, 2017 |

ASCA Leadership Development Committee Member
ASCAchats Twitter facilitator
Create and Maintain the ASCA Newsletter for Virginia

February 2016-February 2017
January 2015-May 2016
March 2013–September 2014

PRESENTATIONS, TRAININGS AND CONTENT

Gehring Academy Faculty for New Professionals **March 2025-July 2025**

Association for Student Conduct Administration

- *Trauma Informed Work in Student Conduct*
- *Assessment in Student Conduct*
- *Ethical Decision Making in Conduct*
- *The Hearing Process through Making a Decision*
- *Title IX Roundtable Facilitator*

Pre-Conference Full-Day Presentation **February 2025**

Association for Student Conduct Administration’s Annual Conference

- *Academic Integrity & Artificial Intelligence, Strategic Approaches*

Concurrent Program Facilitator **February 2024**

Association for Student Conduct Administration’s Annual Conference

- *Academic Integrity & Artificial Intelligence*
- *Work Smarter Not Harder: Best practices in small “conduct” shops*

Gehring Academy Faculty for New Professionals **March 2022-September 2022**

Association for Student Conduct Administration

- *First Amendment*
- *Academic Integrity*
- *Trauma Stewardship: Mindful Supervision and Leadership in “Student Conduct” work*

Concurrent Program Facilitator **February 2017**

Association for Student Conduct Administration’s Annual Conference

- *Navigating the thinly dotted line – presenting the best strategies in leveraging colleagues in other areas to support student behavior issues*