

**Faculty in Residence
Job Description and Expectations
Southern Methodist University**

Program Overview

The Residential Commons (RC) provides an *integrated academic and residential experience* incorporating a Faculty-in-Residence (FiR) serving as the intellectual leader of each residential community and a Residential Community Director who, together, shape the social and overall experience of each commons. Each commons has traditions, gatherings, and other activities to build community and long-term bonds among residents, and affiliation with the commons and university. This model supports a strong residential community with an emphasis on academic and social balance to enhance personal exploration and growth for students.

Faculty Program Overview

Research shows students interacting with faculty outside of the classroom produce positive outcomes such as cognitive and personal development, student satisfaction, retention, etc., associated with student engagement in higher education. The main opportunity faculty have to be involved in the RC program is through the Faculty in Residence role. The FiR program is a cornerstone of the residential life experience that creates opportunities for students to interact with faculty members outside of the classroom to emphasize a culture of mentorship, intellectual discourse, and community that are cultivated in all aspects of the collegiate experience.

Qualifications

- Full-Time Faculty Status or Equivalent (as determined by the Provost)
- Approval from Department Chair & Dean

FiR Expectations

FiRs will be expected to:

- Serve as the intellectual leader of their residential commons
 - Leading by example: Students will observe and take cues from how FiRs interact with others, how academic or intellectual pursuits are interwoven into the FiR's everyday life, how the FiR lives their stated values, and how FiRs go about being professional adults.
- Cultivate and enhance existing RC traditions (individual and vary by community)
- Build relationships with students in order to become a role model and mentor to those that seek such relationships
 - Build individual relationships with residents by interacting with them regularly; have contact with a majority of students in the community
 - Create opportunities to get to know students informally by hosting students in the FiR apartment, holding office hours in the RC, attending council meetings, hosting regular social events and/or attend programs
 - Build relationships with RAs and student leaders, including peer mentors and Residential Community Chaplains, through social activities and attendance at staff meetings
 - Create an academic environment supported by the residential staff
 - Eat with students at campus dining facilities (FiR family members are also encouraged to attend)
- Be present in community
 - Although this varies by week and by time of year, on average FiRs spend about 10 hours/week. Examples of time include: hosting students in the FiR apartment, holding a weekly social, meeting with RCD and RAs, attending Council meetings, hosting a dinner, taking students to hear a campus speaker, office hours in the Residential Commons, attending programs, etc.
 - Be visible in the community by attending programs and events hosted by the residential commons and university
 - Live primarily in the Residential Commons during the academic year

Participation Requirements

Specific Responsibilities (Unless granted exception):

- Participate in RA Training and FiR planning days prior to the beginning of fall classes. Typically, this requirement necessitates availability on campus beginning the first weekend of August.
- Provide Welcome Letter to incoming students (this may be in partnership with the RCD and part of a larger communication plan)
- Host/facilitate a regular (weekly) event in your Commons (Examples: Sunday Night Snacks, Tuesday Salons, Weekly Smoothie Night)
- Participate and attend in your RC's yearly large-scale signature event
- Participation in Family Weekend event (typically involves an hour of meet and greet with residents and their families on the Friday afternoon of Family Weekend)
- Attend all RC Dinners (two meals per semester)
- Welcome parents and students during move-in days (Mustang Corral Move-In is typically the Wednesday prior to the first day of class)
- Attend First Year Convocation as part of the procession
- Facilitate a SMU Reads (formerly Common Reading) discussion group in your RC
- Attend the first floor meeting in your Commons to introduce yourself (Along with RCD; generally evening before first day of classes/Sunday night before classes begin; meetings group by floor/wing)

Administrative Requirements

- Abide by all contractual obligations
- Budget
 - Utilize a program budget provided by RLSH
 - Submit monthly Concur reports for any procurement card uses
- Attend monthly FiR meetings (chaired by FiR convener)
- Complete an annual report based on the overall FiR experience accomplishments as requested by the Vice President of Student Affairs and Provost
- Participate in annual FiR review and reappointment process as necessary by appointment timeline
- Communicate regularly with the RCD, including weekly/biweekly meetings to assist with community program planning and so forth
- Attend staff meeting with RCD and RAs (this could be weekly, biweekly, monthly, as established with RCD)
- Work in collaboration and partnership with RLSH
- Serve a semester as Convener of the FiRs on a rotating basis.

Appointment & Evaluation

The FiR is appointed to an initial 3-year term. FiRs may apply for up to a three-year extension, based on exemplary performance and with the approval from the Vice President of Student Affairs and Provost. The Vice President of Student Affairs and Provost reserve the right, at their discretion, to terminate immediately any FiR who violates any terms or conditions of their appointment, fails or neglects to perform satisfactorily the responsibilities of the position, or violates any University rules, regulations, policies, or procedures.

Living Arrangements

FiRs are required to primarily live on campus in a RC during the academic year. Due to the time commitment of the role, faculty will be required to live in a partially-furnished apartment on campus. The apartments vary slightly in size and amenity but will include:

- At least two bedrooms
- A living room space that can be used to host student dinners and socials with students separate from the living quarters
- Additional office space in the RC
- Parking and spouse parking (near or adjacent to RC) paid for by the University
- Basic cable, internet, and land-line phone service

- Utilities included (water, electric, trash)
- Dining hall meals and Flex dollars will be given to dine and interact with residents
- The ability to have a pet (one dog or one cat, 25lbs or less) living in the residence (*see pet policy*)

Compensation

Due to the time commitment of the FiR role, faculty will be compensated with the amenities of an apartment on campus that will be provided at no additional cost and a meal plan. Additionally the FiR may choose one of the following benefits packages:

- \$5,000 Compensation (prorated on a monthly basis) **OR**
- 1 Course Load Reduction/Year negotiated with Department Chair
(May not be compensated for overload teaching for the Fall or Spring Semesters if the course reduction is chosen)
- Up to \$1,000 moving costs to move on campus (not to transition off)
- An allowance up to \$4,500 toward living and dining room furniture. Furniture is owned by SMU and will remain at the university at the end of the FiR term