Faculty-in-Residence (FiR)
Policies Acknowledgement

Residence Life and Student Housing (RLSH) at SMU would like to highlight a few important University and Departmental Policies and Procedures that you will use and are expected to follow during the term of your employment as Faculty-in-Residence (FiR). A full list of policies and procedures can be found on the Human Resources website, within the FiR Handbook, and on the RLSH website.
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University Policy Manual: The SMU University Policy Manual is a comprehensive resource related to university policies. The manual includes (but is not limited to): conflicts of interest, nepotism, alcohol, smoking and tobacco, business and finance policies, human resources policies, computer policies, and is available for review. FiRs will be held responsible for all of the policies in the University Policy Manual. The manual is accessible at: *smu.edu/Policy*. Family members and guests must also abide by SMU and RLSH policies and procedures.

Required University Training Compliance: Faculty-in-Residence (FiRs) are required to complete all University-mandated training assigned by Southern Methodist University as a condition of their appointment and continued service. Required trainings include those designated by SMU Human Resources, the Office of Risk Management: Harassment and Discrimination Prevention, SMU Program for the Protection of Minors, Data Security and Privacy, FERPA, Active Threat Training, and Clery Act reporting obligations (when applicable), and any other compliance-related training required by the University or Residence Life & Student Housing.

Faculty-in-Residence Handbook: The FiR Handbook contains additional policies, procedures, and resources related to the role. A copy of this handbook will be provided at the time of employment. FiRs will be held responsible for the policies in the FiR Handbook.

Background Checks: Prior to FiRs moving onto campus, background checks are required to be completed for live-in partners and dependents age 17 or older. Partners will receive an email from SMU HR with instructions on how to complete the background check and will be notified once the results are received. This background check must be completed within seven days of receiving prior to the official start date. Offers of employment are dependent upon successful completion of background checks.

Resident Handbook: This electronic resource provides information for residents related to fire safety, community standards, hall policies, hall services, emergency information, and more. FiRs, FiR families, and their guests are expected to uphold these policies within RLSH-owned facilities. The Student Handbook is accessible at *smu.edu/StudentAffairs/Housing/eHandbook*

Alcohol: FiRs are to not consume alcohol with or provide alcohol to undergraduate students in or on the grounds of any campus residential facility, including the faculty apartment regardless of the students' legal drinking age (21 years or older).

FiRs are not to initiate or coordinate programs or activities involving alcohol with undergraduate students whether the activity takes place on or off campus and regardless of the student's legal drinking age. (Note: Attending functions hosted by an SMU non-academic department, an SMU academic department, or another SMU faculty member – for social or academic purposes – where students and FiR attendance are required or requested and at which alcohol is served does not constitution a breach of this agreement. However, the FiR should be mindful of the unique role they play in the lives of students and should role model appropriate behaviors.)

Student Relationship/Contact: The University prohibits consensual sexual relationships between a faculty member and a student enrolled in a course taught by the faculty member, or whose work, academic or otherwise, is supervised by the faculty member. (Policy 3.3), RLSH does not permit consensual sexual relationships between FiR and any on-campus resident student. Engaging in a consensual sexual relationship with a student will result in the FiR's immediate remove from the apartment and termination as a FiR. Further, it is incumbent upon the FiR to immediately notify the Director of Academic Initiatives if any such relationship develops. The EVPP will be notified and may initiate other University action as appropriate.

Liability and Renter's Insurance: All residents, including FiRs, are strongly encouraged to obtain a renter's insurance policy for their belongings while living on campus. The University does not insure resident property and is not liable for losses or damage to property for any reason, including theft, fire, smoke, vandalism, water, or other causes.

Apartment Upkeep & Maintenance: Faculty-in-Residence apartments serve not only as personal living spaces but also as extensions of the Residential Commons experience. FiRs are expected to regularly host students, campus partners, and community programs within their residences as part of their role. Maintaining apartments in a safe, clean, welcoming, and functional condition supports student engagement, promotes fire and life safety compliance, and helps preserve University-owned housing and furnishings. Any decorative items in the FiR apartment and office, including windows and patio, that are visible must follow university and RLSH handbook policies. To ensure the safety, cleanliness, and maintenance of university-owned housing, Residence Life & Student Housing (RLSH) will conduct apartment walkthroughs of Faculty-in-Residence residences every three semesters (approximately 18 months). Residents will receive at least two weeks' notice and may be present during the walkthrough. FiRs cannot sublet the apartment to which SMU has assigned the FiR.

Furniture and Accessibility: Each new FiR has up to $4,500 to furnish their faculty residence. The money is intended to ensure that living rooms/public spaces are suitable for hosting students. The living room and public spaces are also expected to be maintained in a way that permits accessibility and egress. FiRs may be reimbursed, use their own P-card, or the Director of Academic Initiatives can purchase these items on their behalf. As a reminder, SMU is tax exempt and the purchaser must provide documentation at the time of purchase. Taxes assessed on furniture will not be reimbursed. Furniture should be high quality and able to withstand high use.

Storage: Any storage available to FiRs depends on availability. Sometimes there is a small closet the FiR can use to store items (such as holiday decorations). These storage closets are typically small, and some central storage is available on a first-come-first-serve basis. FiRs with any large items or a considerable personal inventory should consider off-site storage, at their own expense.

Parking: Each FiR will be provided with two designated parking spots. The spots are indicated by a reserved parking sign. RLSH will be charged directly for the parking permits issued to the faculty-in-residence and one additional permit for anyone living in their household. Permits for additional members of the household must be purchased from the Parking Office by the faculty member in residence.

- **Faculty Parking:** Faculty members may return to their original assigned parking location when they complete their service in residence and will resume paying for their own parking. Faculty in residence may opt to retain their primary assigned employee parking

permit in addition to a RLSH permit but must continue to pay for their employee parking permit through payroll deductions.

- **Guests:** Parking and ID Services will enforce FiR parking in the two designated spots during normal enforcement hours. FiRs may allow registered guests to park in their second FiR parking spot or yellow resident designated areas (except on game days). License plate recognition is used on campus to validate parking including guests and visitors. Dashboard permits are not permitted. All campus parking is by assignment.

  RLSH guests, short, long-term, and recurring (household help, etc.), must have their vehicles registered with the Parking Office in advance of parking on campus. Guests will need to provide their full name, cell phone number, vehicle license plate number, and length of stay or employment. The Parking Office will issue the guest a temporary virtual parking permit. Registration of guests can be done at the Parking Office in person during business hours or by contacting parking@smu.edu in advance.

  Once properly registered, RLSH guests may park in RLSH reserved spaces on campus or a yellow designated parking area. Unregistered guests must pay to park on the visitor level of Binkley garage or the pay to park ParkMobile spaces on campus. Email parking@smu.edu for any questions or concerns.

- **Enforcement:** RLSH staff and faculty may report suspected parking violators by sending a photo of the vehicle that clearly shows the license plate number, the time, and location to parking@smu.edu. The Parking Office will issue a virtual parking citation to the registered owner.

  At times, parking may be disrupted due to major events, construction, maintenance, or other activities on campus. Alternate parking for RLSH permit holders is available in any of the unaffected yellow resident parking locations on campus.

  Vehicles with RLSH parking permits are subject to all campus parking regulations.

- **Event and Game Day Parking:**
  During campus events and move-in/out, you may be asked to move your vehicle(s) to an alternate location(s). Parking might be disrupted during home football and basketball games, but you will not be asked to move your vehicle. Parking placards will be provided by Athletics for home games and distributed by RLSH. It is important to note that once you leave your spot on a game day, there is a good chance the spot will be taken by an event attendee. Athletics furnishes parking passes to RLSH, but the process is not always timely. It is important to be cognizant as events come up. Parking will be limited for guests on game days.

Key Policy: Key Policy: Apartment and office key issuance are tracked in the RLSH database as personal keys. SMU utilizes elevated security measures for all locks on campus. “Keys” can be in the form of Medeco, Abloy, or proximity card readers. Keys are distributed at the RLSH office. Any type of key used to access personal spaces for faculty and staff are only accessible through Area Master key access and are governed by strict procedures for entrance. Please do not loan keys to an apartment or office to anyone else. Failure to return physical keys will result in a lock change fee, payable to RLSH upon resignation or termination.

Apartment Access: Access cards can be requested for the use of visiting family members, nannies, dog walkers, etc. All access cards are issued to the SMU employee, who is responsible for returning the access card upon resignation or termination. If an access card is needed, please submit the request to the Assistant Director for Housing Services. For SMU affiliated guests who need access to your apartment for the purposes of babysitting or pet sitting, please email the Director of Academic Initiatives 72 hours in advance with their name, ID number, and the dates for access to be added to their ID card.

Sponsored Accounts: FiRs with family members (including children) who are not currently faculty, staff, or students at SMU need a sponsored account. Contact the RLSH designee to request a sponsored account for each family member. Once an ID number is generated, the family member will go to the Parking and ID Services office to have an ID made. The necessary building access will be added to the new SMU ID card. Accounts may be created for people such as childcare providers or housekeepers.

Pets: In addition to the fish allowed by SMU's residential pet policy, FiRs are allowed two dogs or cats. FiRs must fill out the pet registration form prior to moving on to campus. Pet owners should have renter's insurance that covers any harm their pet may do to person or property. Pets should be current on all vaccinations. Pets should be on a leash or in a carrier anytime they are not in the residence. Owners are responsible for cleaning up after their pets. Additionally, pets must be registered through the RLSH maintained database for university records. When facilities personnel need to enter an apartment, pets should be enclosed in a crate or area where they cannot impede the work. If a pet is not crated, the maintenance worker has the right to delay the work order. Exceptions to this policy are possible but must be requested in writing and be approved by the Dean of Residence Life and Student Housing via the Director of Academic Initiatives.

Move-In and Move-Out: Incoming FiRs will be able to move into their apartments starting the July prior to their appointment term. All FiRs not returning to the role need to vacate their apartments by May 31, following the completion of their appointment. These dates are negotiable but require written request and approval from the Director of Academic Initiatives.

Limits on Absences during the Academic Year: Faculty-in-Residence should be available and present throughout the academic year. They should limit absences from campus when residence halls are open during the academic year. Anticipated absences of more than a few days during the term (excluding recesses) should be cleared in advance with the Director of Academic Initiatives. Faculty-in-Residence are expected to attend signature events including move-in days for new and returning students, events surrounding Homecoming, and other important university events to be identified in advance.

Sabbatical Restriction: Faculty-in-Residence are not eligible to serve in the FiR role while on sabbatical leave. The FiR position requires active engagement, regular presence within the Residential Commons, and fulfillment of ongoing programming and community responsibilities. Faculty members approved for sabbatical must conclude their FiR appointment prior to the start of the sabbatical period.

FiR Eligibility: Continued participation in the Faculty-in-Residence program is contingent upon maintaining full-time faculty status. FiRs are required to notify RLSH immediately of any change in their employment status or any disciplinary action that impacts their employment status

Summer Responsibilities: There are no programming duties during the summer. Between commencement and student leader training in August, Faculty-in-Residence should be available for occasional conversations and communications regarding ongoing business and planning for each fall of their appointment term.

Removal from Housing: SMU may terminate your housing benefit for several reasons, including the termination from your SMU position and/or the FiR role. If you are removed from housing, you will be required to move out of the residence hall, apartment or small housing unit within 48 hours after receiving notice of your removal from housing. Should you be involved in any other policy violation(s) or be disruptive in any way prior to your leaving the housing unit, you will be required to leave immediately.

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Please sign and return this acknowledgement to the Residence Life and Student Housing designee. By signing this document, you are acknowledging you have read and understand the policies and procedures listed above and the handbook applicable to your position. You further agree to abide by and educate your partner, dependent(s), and guest(s) (as applicable) on relevant policies and ensure their compliance.

Printed Name	Signature	Date