

## **ADDENDUM TO COLLEGE HOUSE FELLOW LETTER OF APPOINTMENT**

College House Fellows are required by the terms of their appointment to live on campus during the academic year. Their on-campus apartment should be their primary residence from the start of RA Staff Orientation (in mid-August) until RA move-out in May (two days after Commencement).

### **MOVE-IN / MOVE-OUT**

Fellows are provided up to \$2,000 for use during their move into the apartment designated for their use during the academic school year; they will also receive up to \$2,000 when they move out. Fellows who need more than \$2,000 to move in may request to use some of their move-out money in advance. The process of moving into an on-campus residence requires the coordination of many people in CHAS and Residential Services in order to ensure that movers are paid, access to the building and apartment is arranged, family Penncards and guest cards are ordered, the mail room is notified, and the apartment is completely ready.

It is helpful to avoid moving on campus too close to the start of classes, as student move-in activity is greatly increased in mid-August. Instead, for both logistical and programmatic reasons, CHAS strongly recommends that all Fellows return to campus by August 10, when RAs typically begin their orientation (participation in some parts of staff orientation is required in some Houses). Immediately following staff orientation is Opening, which includes New Student Orientation; Fellows are encouraged to participate in their House's New Student Orientation activities, especially the first House meeting, the Penn Reading Project (PRP), and Convocation. CHAS makes every effort to have faculty apartments ready by the recommended arrival date. This date may shift due to renovation work; as a result it is important that you work with CHAS to confirm your moving schedule.

In any given year, Fellows have no obligations to their Houses after the RAs move-out (two days after Commencement) and are not required to be in residence during the summer. For continuing Fellows, it is asked that they consider postponing any travel plans until after Memorial Day, or the end of May; there are often end-of-the year meetings and review processes that would be more meaningful with the Fellow's input. If their term has ended, the expectation is that the Fellow will have vacated the apartment by June 1. It can take several months to refurbish a faculty-staff apartment and the sooner that work starts the more likely the new Fellow will be able to move in before the start of the next academic year.

### **RESIDENCE ACCESS / SECURITY / KEYS / GUEST PRIVILEGES**

CHAS works with Penn's Department of Public Safety to ensure the safety and security of all residents including faculty, staff and their families. To that end, there are several security measures and controls in place – from the entry portals to strict access management – that make the Houses feel quite different from an ordinary home. All residents, including Faculty and Staff, must use their Penncard to swipe into the Houses and apartment and will be required to follow special sign-in procedures should they misplace their Penncard.

Non-Penncard holders (with the exception of children under 12) are not permitted inside the Houses without a Penncard-holding host to sign them in and to take responsibility for them. Penncards are *not* transferrable and should not be given to any other person to facilitate their entrance into the House. All Fellows will be issued four non-photo guest cards for use when family/friends come to visit. However, for security reasons, it is requested that the Fellow request of CHAS a photo guest card for anyone who is a frequent visitor (babysitter; adult children, etc.) instead of using the non-photo guest card. CHAS pays for all Penncards/guest cards.

During periods of low occupancy (summer, winter break), it is advisable that the Fellows provide to their Faculty Directors and House Directors, as well as CHAS Central, information about approximate time periods that they will be out of town. This information is helpful when emergencies or questions of security arise. If there are guests or pet-sitters staying while a Fellow is out of town, please provide that information as well.

Upon move-out, electronic access to the building and apartment is removed from the Penncards of the occupants and from any guest cards still active.

## **FACILITY MAINTENANCE / ROOM ENTRY / RENOVATIONS / RELOCATIONS**

Apartments provided to College House faculty and staff are assigned by the CHAS Office according to both the needs of the particular Houses and the requirements of the system. These spaces are the property of the University, under management of Residential Services and its Building Administrators. For the proper maintenance of the apartment and the infrastructure that services the entire building, Residential Services and Facilities Services must enter College House faculty/staff apartments on a somewhat routine basis to provide filter changes, equipment upgrades affecting the whole College House or an area of the House (such as wireless routers), pest management, and maintenance/safety inspections. In addition, CHAS and Residential Services will annually tour every apartment to take stock of its general condition and the need for appliance replacement, painting, and other refurbishments/renovations. Typically in such instances, the faculty/staff occupant will be notified at least a day in advance (unless the situation is an emergency, e.g., a flood), and a note will be left behind by the trades- or staff-person who entered the apartment.

On occasion it may be necessary to relocate a Fellow due to College House renovations, which typically take place during the summer months. In these instances, the faculty or staff household is usually relocated to an apartment in one of the high rise Houses in Hamilton Village. Every effort is made to provide sufficient notice and to minimize inconvenience for the household, while recognizing that some degree of inconvenience is unavoidable.

Fellows should assist in the effort to maintain their apartments by treating them with the same respect and care with which they would treat a home that they owned. Apartments do not automatically receive more than a cleaning when they are turned over for their new occupants. Repairs and upgrades to these spaces occur on a regular cycle, as outlined below:

- Painting: Walls are repainted after eight years, typically upon the departure of a Fellow who has lived on campus for eight or more years. The exception to this rule is when walls are damaged, e.g., by leaking pipes.
- Floors: Carpet is replaced after eight years, typically upon the departure of a Fellow who has lived on campus for eight or more years. If, instead of carpet, the apartment has hard-surface flooring, it will be refinished or, on rare occasions, replaced if necessary during the turnover.
- Appliances: Repair as needed; replace after 10 years.
- Cabinets and counter tops: Replace as needed after 20 years.
- Plumbing fixtures: Replace as needed after 20 years.

It is important to report any needed repairs as soon as they are noticed; experience suggests that the earlier a need for repair is addressed, the less expensive the repair becomes. Repairs should be reported through the online AIM maintenance request system. It is also crucial that apartments be kept clean in order that mice and other pests are not encouraged.

## **TELEPHONE / MAIL SERVICES**

Landline phone service is not provided for residents of the College Houses. Resident faculty/staff normally use a cell phone as their primary means of voice communication at their own expense. For emergency purposes, Fellows are asked to provide CHAS with all relevant phone numbers. It is recommended that they also register with Public Safety's *PennAlert* system at <https://www.publicsafety.upenn.edu/PennReady/upennalert/>.

Each apartment is assigned a particular mailbox in the building. Mail sent to Fellows should be addressed in a specific manner, according to the information provided on the Residential Services website: <https://residential-services.business-services.upenn.edu/mail-packages>.

## **PERSONAL PROPERTY / UNIVERSITY PROPERTY**

The University is not liable for any damages to or loss of personal property in the common areas, outdoor areas, apartment, storage facilities, or assigned mailboxes. Fellows are strongly advised to arrange for insurance coverage of property brought to campus.

Any alterations to the University's property, including apartment walls (e.g., painting), floor, ceiling, doors, and wiring, is prohibited, unless approved first by CHAS and managed by the House's Building Administrator. Moreover, CHAS will not install nor allow bookshelves, wall mounts for television or other equipment to be mounted or secured directly to wall or ceiling surfaces.

College House furnishings, equipment, and spaces (e.g., public lounges, student rooms, or House office space), that are provided to benefit students should be used by the Fellow only as intended, to meet short-term program needs. No University property or space should be appropriated for personal use.

## **SATISFACTORY PERFORMANCE / EVALUATION / REAPPOINTMENT**

Fellows are service positions and are appointed by the Provost's Office for two-year renewable terms based upon satisfactory performance and the Fellows' on-campus availability for the upcoming appointment term. Each spring the Fellow's activity in the House will be reviewed using feedback from surveyed students, the House Faculty Director and House Director. Their responses inform the CHAS Faculty and CHAS leadership recommendation to the Council of Undergraduate Deans and the Provost's Office.

## **SABBATICALS / LEAVES**

It is important for a newly appointed, or reappointed, Fellow to plan their leave schedule carefully, in order to avoid interrupting the appointment term and to minimize any disruption to the College House community. Fellows with plans to go on leave or sabbatical should inform the CHAS Office and their House Faculty Director of the possibility before the end of the January in the academic year *preceding* the leave semester/year. In most cases, the prospect of a leave or sabbatical will result in the discontinuation of a Fellow's appointment; prior to the sabbatical's start, the Fellow will be asked to move out of the apartment. Only in the event that no significant travel or protracted absences from the College House are entailed might a Fellow's appointment continue while the Fellow is on a leave or sabbatical.

## **COLLEGE HOUSE POLICY ON CONSENSUAL SEXUAL OR EXPLOITIVE RELATIONSHIPS**

The mission of the College Houses is to provide supportive residential communities for the education of undergraduate students. Within this environment, myriad connections take place among students, faculty, and staff that often have a lifelong impact. On the foundation of these connections, the College Houses become home to powerful communities.

College House communities depend on the integrity of the relationships between faculty, staff, and students within each individual house. For this reason, any sexual or exploitive relationship between a College House's Director, Faculty Director, Faculty Fellow, Coordinator or other CHAS residential staff and any undergraduate or graduate student resident or Resident Advisor within that house is prohibited, regardless of whether there is any direct supervisory relationship. This prohibition extends to relationships between RA staff and the residents of their specific halls or floors.

This includes but is not limited to romantic or sexual relationships, a relationship that provides undue privileges or a relationship that strips away rights or privileges. Even if both parties have consented to the relationship, such relationships can adversely affect the wider house community, raising serious concerns about the validity of the consent, conflicts of interest, and the unfair treatment of others.

The following offices are responsible for receiving and investigating complaints regarding violations of the College House Policy:

- The CHAS Executive Director
- The CHAS Faculty Director
- The Deputy Provost
- The Office of Affirmative Action and equal opportunity programs

All College House faculty and staff are expected to know and observe the University of Pennsylvania's Sexual Misconduct Policy (<https://titleixoffice.upenn.edu>), as well as the College House Policy on Consensual Sexual or Exploitive Relationships (<https://www.collegehouses.upenn.edu/policies/relationship-policy>)

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