ADDENDUM TO COLLEGE HOUSE FACULTY DIRECTOR
LETTER OF APPOINTMENT

College House Faculty Directors 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/GA Staff Orientation (in mid-August) until RA move-out in May (two days after Commencement).

MOVE-IN / MOVE-OUT

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 needs to be arranged, family Penncards and guest cards are ordered, the mail room is notified, and the apartment is completely ready. Within reason, the cost of the Faculty Director's moving into the apartment designated for their use during their appointment term is covered by CHAS, as are the move-out expenses.

It is helpful to avoid moving onto 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 Faculty Directors return to campus by August 10, when RA's and GA's typically begin their orientation. Immediately following staff orientation is Opening, which includes New Student Orientation; Faculty Directors 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, Faculty Directors 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 Faculty Directors, however, 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 Faculty Directors' input. If their term has ended, the expectation is that the Faculty Directors will vacate the apartment as soon as possible after commencement and no later than June 1. It can take several months to refurbish a faculty-staff apartment in preparation for the new appointee, and the sooner that work starts the more likely the new Faculty Director 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 senior staff, must use their Penncard to swipe into the House 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 Penn-card-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 Faculty Directors 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 Faculty Director request of CHAS a <u>photo</u> 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 Faculty Directors provide their House Deans, 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 Faculty Director 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 should be left behind by the trades- or staff-person who entered the apartment.

On occasion it may be necessary to relocate a Director due to College House renovations, which typically take place during the summer months. In these instances, the faculty or staff household is 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.

Faculty 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 Director 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 Director who has lived on campus for eight or more years. If, instead of carpet, the apartment has hard-surface flooring, it will be re-finished 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 in College Houses. As a result, for voice communication Faculty Directors should use a cellular phone for this purpose. Costs of the cellular plan are the responsibility of the Faculty Director. Faculty Directors 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 you 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. Faculty Directors 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 Faculty Director only as intended, to meet short-term program needs. No University property or space should be appropriated for personal use.

SATISFACTORY PERFORMANCE / EVALUATION / REAPPOINTMENT

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

SABBATICALS / LEAVES

It is important for a newly appointed, or reappointed, Faculty Director to plan their leave schedule carefully, in order to avoid interrupting the appointment term and to minimize any disruption to the College House community. Faculty Directors with plans to go on leave or sabbatical should inform the CHAS Office of the possibility before the end of the fall semester of 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 Faculty Director's appointment; prior to the sabbatical's start, the Faculty Director 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 Faculty Director's appointment continue while the Faculty Director 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.
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> 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, Resident Advisor or Graduate Associate within that house is prohibited, regardless of whether there is any direct supervisory relationship. This prohibition extends to relationships between RA/GA 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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