

College House Faculty Director Position Description

The College Houses are residential communities for Penn undergraduates that -

- connect the academic life of the University with the residential experience;
- develop smaller, intimate communities that students call home and from which they can more comfortably navigate the complexities of a large university;
- provide academic and personal support to residents;
- promote social interaction, engagement, accountability and leadership within a setting that honors the diverse needs and backgrounds of the population.

As the senior Faculty member living in these communities the Faculty Director plays a key role in advancing the goals of the College House system. The Director is also uniquely positioned to model behavior that fosters a respectful residential environment and active engagement in all aspects of House life.

In order to provide undergraduate residents with the opportunity to interact with Penn faculty from a broad spectrum of academic disciplines, applicants from all twelve schools within the university are welcome to apply. The Director, who is usually a tenured, full-time faculty member, provides leadership for a College House and shares the responsibility of leading the College House system with other members of the Residential Faculty Council (RFC). The most important qualification is an enthusiastic interest in mentoring and engaging undergraduate students within the residential environment.

Responsibilities

The Faculty Director, House Fellows and House Dean are responsible for creating a residential environment that encourages intellectual inquiry, provides educational resources and support, and develops meaningful faculty interaction with students. The goal is to create a vibrant intellectual and social community that provides individual residents the opportunity to explore the breadth and depth of the University within a supportive House environment.

The specific activities of a Faculty Director differ from College House to College House according to the particular resident population and specific programmatic goals. In all Houses, however, the successful Director should minimally expect to spend 10 hours per week engaging with residents, in ways spontaneous and planned, formal and informal, throughout the year. Expectations of a College House Faculty Director are as follows:

- Develop a House culture that is inclusive, participatory, and fosters a strong sense of community and belonging among all residents. House Directors are expected to host and attend a substantial number of House events, in order both to establish a visible presence in the House and to facilitate community building.
- Serve as the principal liaison for academic and programmatic matters between the faculty, administration, and the College House.

- Provide leadership to the staff and residents by setting an academic tone or vision for the House. Work with the House Dean and House Fellows to ensure that the House sponsors an appropriate level of academic and cultural activities including: credit and non-credit options, academic advising, excursions, speaker series, tutorials, and other relevant items.
- Provide guidance and direction to College House Fellows as a mentor and the academic leader of the House.
- Promote relationships between College Houses and Penn faculty, in order to facilitate student access to professors across campus. Invite members of the faculty to attend House events, to teach courses in the House, to advise or sponsor a residential program/learning community, or to simply dine with a small group of residents to discuss their academic work and their life as a faculty member.
- Attend meetings of the Residential Faculty Council, as convened by the CHAS Faculty Director, and collaborate in the faculty leadership of the College House system.
- Monitor and evaluate House programs over a yearly and multi-year schedule.
- Develop and maintain a regular schedule of House Senior Staff meetings that include the Faculty Director, House Dean, and House Fellows. The agenda for these meetings should include annual programmatic goals and outcomes for the House, specific program development, and other topics relevant to the continued enhancement of supportive, participatory academic undergraduate communities.
- Serve informally as an advisor to student residents of the College House.
- Review and provide content topics for the annual report developed by the House Dean to be submitted to the CHAS Executive Director. In order to meet goals and objectives set by the House Senior Staff, as well as CHAS, review the annual House budget developed by the House Dean, who is responsible for administering the budget according to University policies and CHAS expectations.
- Attend House events regularly in order to establish a visible presence and to facilitate the establishment of a strong community. Meet with the House governance and other student groups as appropriate.
- Support the House Dean in the selection, training, and supervision of Graduate Associates, Resident Advisors, and student manager staff. Meet with these staff groups as needed. Participate in the pre-service training programs in August and January for the staff.
- Provide recommendations to the Faculty and Executive Directors of CHAS regarding the appointment, reappointment, termination, or replacement of House Fellows.

- Actively promote the role of House Fellow with faculty across the university and encourage application of appropriate individuals to serve in these roles.
- Participate in the selection process for the House Dean if necessary and work with the CHAS Executive Director to support the departmental performance expectations of the House Dean. Collaborate with the House Dean in the design and implementation of House programs, especially those explicitly academic in nature.
- The Faculty Director may be called upon to offer advice and support to the House Dean, Executive Director, and the Office of Student Conduct to resolve student behavior and discipline issues as needed.

Lodging, Meals and Amenities

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/GA move-out in May (two days after Commencement). The unfurnished apartment is equipped with Internet access and Penn Video Network (an on-campus television service). Normally the apartment includes two bedrooms and a study that could be used as a bedroom and two full baths. Faculty Directors and their immediate families (spouses, partners, and dependent children who are claimed as dependents on IRS tax returns) who reside with them receive meal plans during the academic year. These meal plans are intended to facilitate opportunities for Directors and their families to eat with residents. One parking space in University facilities is also provided. Reasonable moving expenses are provided at the beginning and end of an appointment.

Appointment Process

The Provost based upon recommendations from the Vice Provost for Education, the Faculty Director of CHAS and the Executive Director of CHAS appoints a Faculty Director. A committee may be established to assist the with the appointment process. The appointment is for a four-year term. The Faculty Director serves at the pleasure of the Provost and may be removed at any time by the Provost. The Faculty and Executive Directors of CHAS share administrative supervision of the Director.

Reappointment Process

As early as possible in the fourth year of service, and no later than December 15, a Director who wishes reappointment for an additional four-year term shall ask the Provost through the Executive Director of CHAS for reappointment. The requesting letter should include a brief written report on the achievements of the preceding term, an agenda for the next four-year term, and the names of three individuals who are qualified to render an opinion about the Faculty Directors work.

The Vice Provost for Education, the Faculty Director of CHAS and the Executive Director of CHAS will review the information. An advisory committee may be appointed to assist with the review. Other evaluative information may be used to assist with the reappointment process such as data collected from residents, other House Staff, or the faculty members' academic department.

Faculty Director Leave Program

Subject to departmental and school needs, Faculty Directors who continue to hold standing faculty appointments in the University for at least one year beyond the end of their four-year term (tolled as necessary) as Directors will be eligible for a leave of absence. The College House Faculty Director Leave Program is designed to assist Faculty Director in sustaining their scholarly work while continuing to build effective educational programs within their Houses.

Faculty Director who have served four years are eligible for a paid leave of absence above and beyond their school's normal paid scholarly leave allocation. Faculty may select one term off (or, in the case of those with twelve-month appointments, one half year off) at full base salary, or one year off at half base salary. This leave option must be used within three years of the end of the term or terms as Faculty Director. The salary level for the leave of absence will be that of the fiscal year in which the leave is taken.

To initiate a request, the Faculty Director must inform his or her department chair, school dean, and the Faculty Director of CHAS well in advance, specifying the dates during which the leave is to be taken. (Normally, formal notification should be made in the fall term of the academic year preceding the year in which the leave is proposed.)

A Faculty Director who is seeking reappointment (see above) for an additional term of service must specify whether he or she will take the accrued leave immediately or defer it until after additional service. When taking leave immediately, the Director should ask the Provost to appoint an Acting Faculty Director to serve during the leave. In such cases, the period of leave will not be counted as a year of Faculty Director service when calculating subsequent leaves of absence.

(Compiled from documents approved by the Council of Undergraduate Deans and the Residential Faculty Council in February 1988, February 1991, December 1997, January 1998, and September 1998; revised March 2006, revised January 2013.)

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