**COLLEGE HOUSE FELLOW APPLICANT QUESTIONNAIRE**

**For Term Starting 2019-2020**

We are seeking Fellow applicants for several positions as of this writing and that number may increase over the next several months.

**Application Procedures**

1. All Fellow applicants must submit a cv/resume and a completed questionnaire to Martin Redman, Executive Director of College Houses & Academic Services. (mredman@upenn.edu)
2. Please submit this information by February 1, 2019.

**Appointment Process**

1. All completed questionnaires are submitted to the Council of Undergraduate Deans for review. The Council of Undergraduate Deans determines which applicants will be part of the candidate pool for Houses to consider.
2. Once the pool has been determined candidate information is sent to those Houses with vacancies.
3. Each House then reviews the candidates and determines which candidates they would like to interview.
4. The House interview usually consists of the House Faculty Director, House Fellows, House Dean, RA/GA staff and some other residents.
5. The Executive and Faculty Directors of College Houses and Academic Services usually meet with all the candidates.
6. Once interviewing has been completed the House staff forward a recommendation to the Executive and Faculty Directors for their review. They in turn forward a recommendation to the Vice Provost for Education who appoints the Fellows.

A College House Fellow is one of three faculty members within a College House. The House Faculty Director is the senior leader for all matters related to intellectual life within a house and serves as a mentor to the House Fellows and assists the House Dean in establishing overall programmatic goals for the house. The House Fellow assists in the overall programming efforts within the house especially those that influence academic and intellectual life within the residential community.

We hope that the appointment of the House Fellows will occur in April. It is critical to appoint the Fellows by this time so that they can work with the Faculty Director and House Dean to begin planning for the next academic year.

Please review the College House Fellow position description for more detailed information and visit the College Houses & Academic Services web site for detailed information regarding College Houses at Penn. If you have any questions, please contact Marty Redman at mredman@upenn.edu.

**College House Fellow Applicant Questionnaire**

In answering the following questions, think about your own experience as an undergraduate and what interactions you had or would like to have had with faculty. Certainly if you have served in a similar position at another institution you should draw upon experience. You may be familiar with the Penn College House system due to involvement of colleagues who are or have been in the system. These individuals can provide some valuable insight into the role. (The questions in parentheses are meant only as suggestions.)

1. Why are you interested in this position? What do you hope to derive from the experience? What do you think resident students will derive from their interactions with you?
2. Describe your experience working with undergraduate students.

 (Some questions to guide you: By living in College House, what do you think you might learn about undergraduates that you might otherwise not have known? How do you interact with students both in and out of the classroom and how might those activities inform what you do in a residential setting?).

1. It is our experience that students are often initially reluctant to approach House Fellows. How might you overcome that to make yourself both accessible and visible to your residents?
2. We strongly encourage Fellows to teach in the House? What courses do you teach that might be offered within the house setting? What interests do you have that might contribute to a new course to be offered in this environment for credit or not? For example: you love science fiction and would love to engage a group of students in an ongoing discussion around this interest.
3. Along with the House Dean, Faculty Director and RA’s or GA’s the House Fellow is expected to offer programs and other opportunities for social and community interaction within the house. These may be simply for community building purposes or designed around a topic such as how to engage in research, presidential politics or ethical decision-making. What specific programs, activities or events might you offer that draws upon your personal and professional interests and expertise?
4. Do you anticipate taking a leave, sabbatical, or any significant amount of time away from the campus during the next two academic years, excluding the period from mid-May to early-August?

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