

ADDENDUM TO COLLEGE HOUSE DEAN LETTER OF APPOINTMENT

College House Deans are required by the terms of their appointment to live on campus in an apartment provided for this purpose.

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, keys are produced, family Penncards and guest cards are ordered, the mail room is notified, and the apartment is completely ready. Within reason, the cost of the House Dean moving into the apartment designated for his or her use during their appointment term is covered by CHAS and an allowance of \$2,000 is provided for move-out expenses.

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 the strict key 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 Houses 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 House Deans 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 House Dean 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.

A limited number of apartment and building keys will be issued to each House Dean and their family members (one set of keys per adult, plus one spare outdoor and apartment key per household). Any additional keys that are needed by the House Dean for guests can be requested and signed out on a short-term basis but must be returned once the guest has departed. If any of the keys issued are subsequently lost, the House Dean should expect to pay for their replacement (and for any duplicate keys held by others in the building); in many cases, for security reasons, the core of the lock will need to be changed, an expense to be borne by the House Dean.

If there are guests or pet-sitters staying while a House Dean is out of town, please provide information regarding the individual(s), contact information and length of time they would be accessing your apartment.

Upon move-out, House Deans are required to return to the House Information Center all of the keys that they and their family members were issued upon move-in, and to return all non-photo guest cards to the CHAS office. Failure to do so could result in the faculty or staff member being directly billed.

FACILITY MAINTENANCE / ROOM ENTRY / RENOVATIONS / RELOCATIONS

Apartments provided to College House faculty and staff are assigned by the CHAS Office according to the both 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 Dean 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.

House Deans 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 an occupant 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 an occupant 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. Cellular phone service is required for voice communication and all House Deans are required to provide this service at their own expense. For emergency purposes, House Deans must provide CHAS with all relevant phone numbers. It is recommended that they also register with Public Safety's *PennAlert* system at <http://www.publicsafety.upenn.edu/PennReady/upennalert.asp>.

Each apartment is assigned a particular mailbox in the building. Mail sent to you should be addressed in a specific manner, according to the template provided on the Residential Services website: www.business-services.upenn.edu/housing/residences/residences.html.

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. House Deans 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 House Dean only as intended, to meet short-term program needs. No University property or space should be appropriated for personal use.

LODGING, MEALS AND AMENITIES

The House Dean is provided an unfurnished two bedroom and one bath apartment which is equipped with Internet access and Penn Video Network (an on-campus television service). House Deans 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.

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 Dean, 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 are 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 this Policy:

- The CHAS Executive Director
- The CHAS Faculty Director
- The Vice Provost for Education
- The Office of Affirmative Action and equal opportunity programs

Adopted June 24, 2016. Implementation August 2016

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