Faculty-in-Residence
2018-2019
Position Description

**Purpose of Position**

Faculty-in-Residence (FIR) are CSULB full-time tenured or tenured track faculty members who live in an apartment in one of the residential colleges and serve 10 hours per week as liaisons between faculty and students while also encouraging the social, intellectual and academic involvement of students living in the residential halls. Working under the Residential Academic Coordinator, the Faculty-in-Residence work closely and cooperatively with the residential life professional staff, housing administration, and paraprofessional staff by developing a sense of community, involving their academic department in programming, facilitating faculty lectures, providing programs and activities for residents, and meeting the academic and community needs of the residents.

**Qualifications**

The Faculty-in-residence are required to positively interact with students and staff in the residential colleges and commit themselves to enriching the educational experience for residents living in the residential colleges. The FIRs should have a general understanding and knowledge of campus policies that relate directly to residents needs such as academic standing, academic integrity, and Title IX. All FIRs and their partners, family members, children, and guests are required to adhere to the residential policies and procedures. FIRs need to be self-motivated and be able to fulfill expectations with minimal supervision. Faculty in Residence appointments are for the full academic year although we reserve the right to cancel an appointment at any time for unsatisfactory service or a drop in residence hall occupancy that requires hall closings and/or staff reductions or relocations. Appointments may be renewed a maximum two times; i.e., maximum stay in the residence halls for Faculty in Residence will be three years.

**Major Responsibilities**

*Student Interaction and Educational Leadership*
The interactions the Faculty-in-Residence have with the students are essential in getting to know their residents and providing a supportive and intellectual community for the residents. FIRs are required to provide their expertise with residents along with their experience in their academic discipline. In order to encourage an open community where inclusivity and diversity is valued, Faculty-In-Residence are required to engage in dialogue around topics such as social justice.

**Educational Programming and Community Development**
Developing, sponsoring, and supporting both formal and informal educational programs within the halls included but not limited to lecture series, academic workshops, study sessions is a primary requirement for the Faculty-in-Residence position. Each Faculty-in-Residence is required to host two programs per semester with the Resident Assistants. As a Faculty-in-Residence, they are required to promote faculty programs within the residential halls and serve as a liaison between campus and residential life.

**Academic Support, Individual Guidance, & Mentoring**
Creating an open environment where residents feel comfortable to interact with faculty is an integral component to their position as an FIR. Developing and fostering relationships with residents is essential to the success of the program. FIR provides academic support as appropriate and referral to students to additional campus resources.

**Collaboration with Residential Life Staff**
The relationship and communication with the Residential life staff is critical in the success of the Faculty-in-Residence Program. Faculty-in-Residence are expected to meet regularly with the entire residential life team to discuss and implement plans for the future. While the role does not necessarily include enforcement of residential policies and procedures, the Faculty-in-Residence will serve as a role model and support of hall policies by supporting staff members in their efforts to enforce community standards.

**List of Tasks**

**Student Interaction and Educational Leadership**
- Attend FIR training prior to opening weekend (2-3 days)
- Participate in New Resident Orientation (held prior to the first day of school in the fall)
- Attend and Participate in resident building meetings (approximately 4 per semester) in which the building they reside
- Eat at least 3 meals with residents each week (inclusive of a weekly Faculty-in-Residence dinner dining hours)
- Provide regularly scheduled weekly drop in hours for residents in the FIRs designated community (Living Learning Communities, Thematic Learning Communities, Academic Houses). Residents can drop in and work with a FIR at any time. Office hours may include tutoring, giving resume advice, academic advising, and career guidance
- Participate in Academic and Thematic Community specific training (1-2 days) prior to the residential halls opening
- Encourage staff and students to appreciate and be open and inclusive to diverse lifestyles and ethnic backgrounds.
Educational Programming and Community Development

- Coordinate two educational programs per semester with the Resident Assistants assigned to their Academic and Thematic Community.
- The Faculty-in-Residence can present on specific topics or utilize campus partners to come into the residential halls and present on a specific discipline.
- Serve as a liaison between housing and residential life and communicate on a regular basis with the campus faculty about residential life and the programs offered for the residents.
- Assist in the recruitment of Faculty-in-Residence to the program and assist in the transition into the role.
- Encourage the Residential Hall Association and College Councils to program with the Faculty-in-Residence on educational initiatives in the Residential halls.
- Work closely with the Residential Coordinators of Academic Success to provide academic support and guidance to residents along with develop programs geared towards student success.

Academic support and individual guidance

- Communicate with individual students for academic advising and consultation.
- Provide referrals to appropriate campus resources as needed.
- Cooperatively work with the Residential Coordinators of Academic success to support at-risk student populations.

Collaboration with Residential Life Staff

- Attend a monthly Faculty-in-Residence meeting.
- Attend an Academic and Thematic Community Leadership team meeting on a bi-weekly basis.
- Meet with Academic and Thematic Community RAs and Residential Coordinators to evaluate programs.
- Attend monthly All-Staff meetings.
- Serve as a role model.
- Supports university and residential hall policies.
- Attend fall training of both Residential Coordinators and Resident Assistants as requested and assist in training on campus academic and social resources.
- Attend and assist with RA selection interviews (5 hours total).
- Serve on the following committees/projects:
  - Academic and Thematic Community Development
  - FIR recruitment and selection
  - HRL assessment
  - LLC and Academic House curriculum.
Requirements of Position & Required Dates

Faculty-in-Residence are required to work approximately ten hours per week during the academic year and approximately 3 hours per week during breaks on educational initiatives and departmental projects. FIRs are expected to hold weekly office hours and respond to resident concerns/ issues as they arise. Working cooperatively with the Residential life team, FIRs are required to support policy and procedures in the residential hall and maintain a level of consistency amongst residents within the residential college. It is required that they hold a flexible and variable schedule during the academic year. FIRs are responsible to build community within their designated building. In addition, FIRs must have the following qualifications:

- Strong organization, interpersonal, and communication skills
- Strong critical and creative thinking skills
- Understanding of the development and needs of diverse student populations
- Able to work flexible hours, including evenings and weekends

Position start date: **Monday, August 6th 2018**; End date: **May 31st, 2019**. Faculty are required to participate in Resident Assistant training, along with assist with the Housing and Residential Life Week of Welcome Monday, August 20th - Friday, August 24th.

Compensation

Remuneration for this appointment will be 10 meals per week during the academic year for both you and your spouse/domestic partner if applicable when the dining halls are open. Also provided is an unfurnished studio apartment in one of our three residential colleges, compensation valued at $877.50/month. The $877.50 will be required to be reported to the Internal Revenue Service as imputed income.