

Pace University
Office of Residential Life and Housing
Faculty In Residence Position Description

The Faculty in Residence (FIR) Program is a unique opportunity for the passionate professor, who desires to make his/her greatest impact on the present and future lives of Pace Students.

Outline of Position Responsibilities:

Administration

- A. Maintain an average of 10 contact hours per week with residents
 - a. Planning, attending and assessing programming of residential student group meetings
- B. Provide reports twice a semester of FIR activities for purposes of assessment and evaluation
- C. Maintain a running portfolio of initiatives, including photos and brief initiative descriptions
- D. Participate in an annual FIR review and reappointment process as requested
- E. Support goals and objectives of Housing and Residential Life
- F. Uphold Pace University policies and New York local, state and federal law
- G. Partake in evening and weekend work activities

Programming

- A. Fulfill program requirements each semester
- B. Manage FIR programming budget
- C. Maintain five hours of programming related contact per week with residents and/or residential life staff
- D. Participate in programming efforts focused on enhancing the student experience
- E. Collaborate with various offices and departments across the university

Collaboration with Residential Life Partners

- A. Faculty in Residence are required to attend and possibly facilitate training sessions during the month of August
 - a. Basic orientation to the department,
 - b. In-depth review of position responsibilities and resources
 - c. Planning period for fall semester programming
 - d. RA Staff training presentations
- B. Participate in ORLH department meetings to collaborate and provide FIR updates as deemed necessary
- C. Meet monthly with Assistant Director for Community Development
- D. Attend scheduled meetings with Resident Assistant (RA) staff, Hall Councils and Residence Hall Association
- E. Develop and encourage positive relationships with the Residence Life Staff
- F. Provide support to ORLH initiatives as requested, such as Open Houses and Pace Preview

Academic Support

- A. Provide academic advising services in the Residence Halls to residential student population as needed
- B. Facilitate the involvement of and connection with individual tutors and academic support staff
- C. Develop inter-departmental working relationships with the Colleges, Academic Departments, and Academic Support units
- D. Serve as a resource referral agent to residents, staff, student government, and leadership interns

Inclusion of Additional Faculty Members

- A. Establish a regular faculty network to participate in the Residential Life community
- B. Act as a liaison between Student Affairs and Academic Affairs to increase faculty understanding and awareness of Residential Life and Housing objectives, goals and programmatic efforts
- C. Invite fellow faculty members to participate in programming efforts within the residence halls
- D. Increase the opportunity for faculty-student interaction, thereby enriching both the student and the faculty experience at Pace University

Benefits, Conditions and Term of Appointment:

Benefits

- A. The Faculty in Residence lives in an apartment in a campus residence hall
 - a. Includes rent, utilities, cable, local telephone and internet access
 - b. Expectations and Guidelines:
 - i. The only tenants allowed to reside in the designated apartment are a legal spouse and or legal dependents unless granted permission otherwise from the Director of Residential Life and Housing or their designee
 - ii. All tenants and guests are expected to adhere to Pace University's policies and New York State laws
 - iii. Faculty in Residence are expected to abide by the University policies regarding pets in residence halls (One cat or dog or a fish tank not to exceed 10 gallons is acceptable)

Conditions of Appointment

- A. AVP/Dean for Students or their designee may make changes in the Faculty in Residence program during the appointment period
- B. AVP/Dean for Students or their designee will supervise annual evaluation of FIR
- C. Faculty member must remain in their academic position while in contract as the FIR
- D. Expectations regarding presence and engagement in the residence hall will preclude extended absence from the building
- E. AVP/Dean for Students or their designee maintains the right, at their discretion, to terminate immediately any Faculty in Residence, who violates any terms or conditions of their appointment, fails or neglects to perform satisfactorily the responsibilities of the position, or violates Pace University's policies and/or New York State laws. All benefits associated with the FIR position will terminate immediately if the FIR resigns from, or is terminated from, the position.

Term of Appointment

- A. The Faculty in Residence position is a two year commitment. Upon positive evaluation FIR position can be reappointed for a maximum of 3 years.
- B. FIR appointments begin July 15 for training and planning purposes with periodic meeting obligations for the remainder of July.