

## General Duties for a Faculty-in-Residence

### PURPOSE

The heart of the Baylor experience is developed on-campus in the union of shared experiences and relationships. In keeping with *Illuminate* and *Pro Futuris*, Baylor University seeks to continue to increase the percentage of undergraduates living on campus and improve the quality of Baylor's residential communities. Central to this effort is [Campus Living & Learning \(CL&L\)](#)'s goal to further enhance engagement between students and faculty.

The [Faculty-in-Residence \(FIR\)](#) program at Baylor University exists to foster and shape the social, cultural, educational, and spiritual life within Baylor's residential communities. As such, Faculty-In-Residence (FIR) are faculty members who, along with their immediate family members (if applicable), live in designated on-campus residential communities. Faculty-In-Residence work collaboratively with CL&L leadership and residence hall staff to create diverse residential environments that support learning and faith development through the cultivation of relationally driven communities.

### QUALIFICATIONS AND EXPECTATIONS

- Faculty with tenured, senior lecturer, or clinical associate status.
- Prior experience engaging students outside of the classroom.
- Demonstrated commitment to the undergraduate residential educational experience, particularly for first-year students.
- Knowledgeable of general academic requirements, procedures, and campus resources.
- A role model for adhering to all university and Campus Living & Learning policies and procedures. The FIR and their family members and guests are required to adhere to housing policies and procedures as outlined in the [Guide to Community Living](#) and the Faculty-in-Residence manual.
- A demonstrated Christian faith.
- The FIR must live on campus and perform the FIR responsibilities during the academic year (both fall and spring semesters). Study Abroad is only allowed during summer months. Any sabbatical leave during the academic year must be completed while living on-campus in your assigned residential community.
- Spouses who do not work at Baylor must agree to have a criminal background check completed prior to moving on campus.

### RESPONSIBILITIES

The responsibilities of the FIR are comprised of two important categories:

#### 1) **Community Involvement and Student Interaction:**

The FIR will be known as an active member of their assigned residential community. In collaboration with hall staff, the FIR will develop a specific plan for serving as a resource

for students living in the residential community. The FIR will utilize relationship building skills and community development techniques to get to know the residents of the assigned residential community.

Specific duties include:

1. Support the mission of Campus Living & Learning and residents in assigned residential community as they pursue academic success, spiritual formation, and campus involvement.
2. Initiate and sponsor formal and informal programs within one's residential community including discussions, talks, study breaks, or other gatherings where students can interact with faculty, staff, or other guests.
3. Attend and support other programs associated within one's residential community.
4. Provide approximately 10 hours per week of student interaction and community involvement.
5. Promote, enhance, and sustain faculty involvement in the residential community by encouraging greater faculty participation and facilitating meaningful encounters between students and faculty.
6. Participate fully in Baylor traditions and events, such as Move-In days, Welcome Week activities, Homecoming, Diadeloso, and other residence hall events.

## **2) Cooperation and Collaboration with Campus Living & Learning:**

Positive relationships, frequent communication among the FIR and the hall staff, and close collaboration between academic partners and student leadership are essential for the success of the FIR. To achieve these ends, the FIR is expected to meet regularly with hall staff and designated CL&L leadership. FIRs are also expected to interact frequently with Community Leaders and other student leaders within the community. The FIR will serve as a role model by supporting residence hall and university policies, along with the staff members responsible for enforcing them, although the role does not include enforcement of residential policies.

Specific duties include:

1. Meet regularly with the Associate Director for Academic Initiatives, Residence Hall Director, and Resident Chaplain and interact frequently with Community Leaders.
2. Attend at least one hall staff meeting each month.
3. Serve as an active member of the Faculty-in-Residence Council that **meets monthly on Wednesdays from 3:30-5:00pm.**
4. Participate in an annual FIR fall Training day (in mid-August prior to the start of the academic year) and departmental or divisional meetings/events as requested or schedule permits.

## **COMPENSATION**

This is a ten-month, year-to-year appointment (early August through end of academic year in May) based on an annual review. The FIR is provided year-round accommodation in an apartment within assigned residential community. The FIR apartment will serve as the primary residence, and as such, the FIR must fully reside on campus during the academic year.

## **PROGRAM SUPPORT**

1. **Housing:** Each FIR apartment is different, but generally includes 3-4 bedrooms, 2 baths, for approximately 2,000 sq. ft. can be partially furnished, if desired (basic living room and dining furniture only). Utilities, local telephone service, basic internet and cable TV service, and two designated FIR parking spots near the assigned FIR apartment will be provided. The program does not cover the cost of moving expenses, nor liability insurance for personal property. As such, renters' insurance is strongly encouraged.
2. **Program Budget:** A budget of \$2,000 is provided for the academic year for programming purposes to facilitate interaction with residents. This budget is managed and distributed by CL&L and use of the funds must follow all CL&L and Baylor University accounting procedures.
3. **Dining:** The FIR is provided a partial meal plan that includes 170 swipes per semester while classes are in session (excluding summer), along with 17 guest passes per semester to encourage sharing meals with guests or family.
4. **Pets:** A small to medium sized dog is allowed within the Campus Living & Learning pet policy. Cats are not allowed. Renters' insurance is required for FIRs with pets.

## **ANNUAL REVIEW PROCESS**

Consulting with CL&L leadership, the FIR will develop annual goals for his/her individual residential community.

### **Annually, each FIR will assemble a FIR portfolio that includes the following:**

1. A report of progress toward achieving the year's goals.
2. A general summary of events planned or hosted, along with activities attended.
3. Any supporting documents or photos (flyers, notes, etc.).
4. Reflection on involvement in community, contributions to FIR program, areas of concern and suggestions for improvement.
5. Goals for next academic year.
6. Reaction(s) and action plan in response to the student assessment of FIR.

In addition, the Associate Director for Academic Initiatives may collect evaluative information from students living in the residential community and the residence hall staff (RHD, RC, CLs). The evaluative information and/or FIR portfolio will be reviewed by the Associate Director for Academic Initiatives to determine reappointment status. If the faculty member chooses not to continue as a FIR for the following academic year, the FIR should inform the Associate Director by November 1st and vacate the FIR apartment by May 31st. The FIR position is a ten-month, year-to-year appointment (August 1-May 31) that can be renewed annually for up to five years upon mutual agreement. If mutually agreed upon for continuation after five years, a more extensive review will occur in which the FIR and Associate Director work to identify goals that provide ongoing vision for the FIR on a year-to-year basis.

The duties, title, and position of the Faculty-In-Residence is at-will and may be expanded, reduced, amended, merged with other duties, or eliminated in whole or in part at any time in the sole discretion of Baylor. Failure of a Faculty-In-Residence to comply with Baylor policies or the Faculty-in-Residence Manual may result in removal from the position with or without

notice in Baylor's sole discretion and may result in other personnel action in accordance with Baylor Personnel Policies, to include the Faculty Handbook.

### **APPLICATION PROCESS**

Positions are generally posted in mid-November with applications due in mid-January. A letter of interest, curriculum vitae, and five recommendation letters from the following references: 1) academic department chair, 2) academic dean, 3) faculty colleague, and 4) two students. If desired, recommendation letters from references may also be submitted through email. Letter of interest and recommendations should be addressed to Dr. Terri Garrett, Associate Director for Academic Initiatives, Campus Living & Learning, One Bear Place #97076, or [Terri\\_Garrett@baylor.edu](mailto:Terri_Garrett@baylor.edu).

Candidates are highly encouraged to review the Campus Living & Learning website ([www.baylor.edu/CLL](http://www.baylor.edu/CLL)) as a means of becoming acquainted with on-campus housing. In the letter of interest, please consider addressing the following topics:

1. What interests you about the Faculty-in-Residence role?
2. What experiences have you had that have prepared you particularly well for living in a residence hall and engaging students in their living environment?
3. What non-classroom activities or interactions have you had with students (e.g., student organization advisor, study abroad, residence hall program or faculty partner, etc.)?
4. What special skills, qualities, or experiences would you bring to the Faculty-in-Residence position?
5. What ideas or experiences do you hope to provide to students that will increase interaction with you as FIR, or your guests, such as faculty and staff?

Selected candidates will interview in February with a selection committee comprised of faculty, staff, and students with final appointment made by the Provost and the Vice President for Student Life (mid-March).