

Northwestern | STUDENT AFFAIRS

Residential Services

FACULTY-IN-RESIDENCE PROGRAM

Introduction

The Faculty-in-Residence (FIR) program is a collaboration between the Division of Student Affairs and the Office of the Provost that integrates curricular and co-curricular learning and encourages formal and informal interaction between faculty and undergraduate students. The FIR program began in 2010 at Elder Residential Community and expanded to Allison the following year. Over the past 10 years, the program has grown to include FIRs in Shepard Hall, Goodrich House, and Willard Hall. As the residential experience has evolved at Northwestern, so has the FIR program. The launch of residential areas in fall 2019 has enhanced the FIR role's reach and impact to include 1,000 undergraduate students.

Program Overview

Reporting to the Director of Residential and Academic Engagement and partnering closely with the Resident Directors of the residential area, the Faculty-in-Residence should maintain an average of 10-12 contact hours per week working with the undergraduate residents of the residential area. The FIR should employ creative strategies to develop relationships with residents and provide multiple ways for them to engage with the FIR personally. Formal and informal programming has proven to be successful and is highly desirable and warranted in residential settings. FIR apartments are designed to provide opportunities to invite students to join the FIR for meals or informal gatherings that foster a stronger relationship between the FIR and residents.

Duties and Responsibilities of Faculty-in-Residence

- Participate actively in the life of the residential area and maintain a visible presence through formal and informal interactions with residents, Residential Experience staff, and the student-led area council
- Provide leadership and direction, in partnership with the Resident Directors, in designing and implementing academic, intellectual, cultural, educational, and social activities in the residential area that support the University's overall residential experience
 - FIR programmatic expectations:
 - At least one area program per week during each quarter that is open to all residents of the area
- Promote student engagement with the University as a whole and encourage attendance at academic, cultural, and athletic events on campus and beyond
- Work with the Director of Residential and Academic Engagement to encourage faculty participation in the residential areas and awareness of the FIR program
- Serve as a resource to students and student groups in the residential area, which may include cooperation with schools or university offices, especially in Student Affairs
- Co-supervise the FIR Graduate Assistant (20 hour per week live-in position) in the implementation of programs, activities, and area-based communications
- Administer a programming budget reserved for the residential area in collaboration with the Resident Directors
- Attend scheduled meetings of the residential area leadership team (weekly), the Faculty-in-Residence (quarterly), and the residential area's Resident Assistant staff (as needed)

- Participate in summer meetings, annual fall training, and preparation activities with the Resident Directors to prepare area programming for fall opening
- Participate in on-going assessment of the FIR program and residential area
- Contribute to an annual report on the activities and events sponsored within the residential area

Term of Appointment

The Faculty-in-Residence position will be held for a term of three years. At the conclusion of the initial three year term, the appointment may be renewed annually if mutually agreed upon by all parties.

Evaluation

The Faculty-in-Residence will be evaluated on an annual basis. The FIR will develop goals and objectives congruent with the FIR program, the learning outcomes and residential experience framework of Residential Services, and the strategic themes of the Division of Student Affairs. The FIR will maintain a portfolio of programs and activities that includes an inventory of events, a summary of intended and realized outcomes, and lessons learned for the year ahead, such as revisions to existing offerings and introduction of new programs. Along with this portfolio, Residential Services will review survey data from residents regarding their experiences in the residential area.

Compensation

Apartment: The Faculty-in-Residence is provided a furnished two-bedroom apartment, including utilities, basic cable service, and internet service. The program does not cover the cost of moving, or liability insurance for personal property. (The annual estimated value for the apartment is \$30,000).

Stipend: The Faculty-in-Residence is provided with an anticipated annual stipend of \$15,000.

Meal Plan: A meal plan is provided for programming and student interaction, during the academic year. A Faculty-in-Residence who has a partner and/or children may also request a meal plan for these individuals. The Director of Residential and Academic Engagement will make the final determination on the number of meal plans allocated to the FIR.

Parking Decal: The Faculty-in-Residence will be reimbursed for a reserved parking decal.

Other Occupants: Residential Services welcomes spouses, partners, and dependents of full-time live-in Residential Services staff. A completed Live-In Staff Apartment Other Occupant and Dependent form should be submitted to the Director of Residential and Academic Engagement *at least two weeks prior* to an individual taking residency. Residency on campus is defined as any period exceeding four weeks. Visitors staying on campus more than 2 weeks should be accounted for by notifying the Director of Residential and Academic Engagement in advance of their stay.

Background Check: Since the Faculty-in-Residence (and possibly others) will be living in an on-campus residence facility with students, Residential Services will require (and pay for) a background check for all occupants.

Pets: Residential Services allows full-time live-in staff to keep one pet in an on-campus apartment. The staff member must contact the Director of Residential and Academic Engagement in writing *at least two*

weeks prior to acquiring or bringing in a pet. A copy of the full-time live-in staff pet policy can be obtained from Residential Services.

Programming Funds: The Faculty-in-Residence and Resident Directors jointly oversee a fund for collaborative programming that supports the University's overall residential experience through the area model. Reimbursements, direct orders, etc. from these funds are facilitated by a Residential Services Financial Analyst.

Staff Support: Each Faculty-in-Residence is supported by one Graduate Assistant for 10 hours per week to perform tasks assigned by the FIR, help execute programming, and (when deemed appropriate) hold office hours. The FIR GA will also have responsibilities with another FIR and/or with the Residential Experience team. The selection process for the FIR GA will be facilitated by Residential and Academic Engagement.

Required Qualifications

- Must be a current, full-time faculty member at Northwestern University at the time of application
- Must have served as a full-time faculty member for at least five years (not necessarily all at Northwestern)
- Must be able to pass a criminal background check
- Must live full-time in the on-campus apartment provided by Residential Services
- Must agree to support the rules of conduct for residential students

Preferred Qualifications

Preference will be given to faculty members who have demonstrated a commitment to teaching and student success. Faculty members must be able to articulate the benefits of an inclusive living-learning environment, demonstrate a strong commitment to undergraduate education, and a willingness to make the necessary investment of time and energy in support of the FIR program. Candidates must demonstrate excellent communication skills, create effective programs, and be approachable to students. Experience with managing crises or campus emergencies is desirable. Candidates who anticipate extended absences during the academic year (sabbaticals, research trips, or other scholarly activities) that may interfere with the goals of this program are not encouraged to apply.

Other desired qualifications include:

- Experience living or working in a residential setting on a college campus
- Experience planning workshops and activities
- Understanding of the collegiate residential environment and student development
- Willingness to serve as an advocate for residents
- Knowledge of general academic requirements, procedures, and campus resources