

Residential College Faculty Chair

The residential college program has been a staple of the Northwestern residential experience for over 50 years. Beginning in 1972, Northwestern's residential colleges were championed by a forward-thinking group of faculty seeking opportunities to bring students and faculty together to cultivate a community of scholars. Throughout the years, the program has evolved to include 10 residential colleges that house over 1200 undergraduate students and engage over 120 staff and faculty in the residential experience.

Each of the 10 residential colleges is led by a Faculty Chair. The Faculty Chair provides intellectual leadership for the college, nurtures the fellows program, engages student members, and draws in campus resources to promote that theme of the college via fellow appointments and programming. Appointed by the Associate Provost for Undergraduate Education and the Executive Director of Residential Services, the Faculty Chair reports to the Director of Residential and Academic Engagement (RAE) within Residential Services.

Duties and Responsibilities of the Faculty Chair

Provide Intellectual Leadership and Direction

The Faculty Chair advises the executive board, which is the student government of the college, to develop a sense of community among students and between students and faculty. Working with the student executive board of the college, the Faculty Chair guides the development of the academic, cultural, and social programming within the college. The faculty chair gives final approval for all college sponsored events and activities. They regularly provide insight into university policies and priorities and, at times, redirect student efforts to serve the best interest of the college and the overarching residential college program.

The Faculty Chair attends all meetings of the college's executive board and meets regularly with the Associate Chair, Assistant Chair, and key student officers to discuss the life of the college. The Faculty Chair regularly attends events within the college and holds weekly office hours in the provided office space. The Faculty Chair will also maintain regular communication with the Resident Director (RD) overseeing the building where the college is located.

Nurture the Fellows Program

The fellows program refers to the intentional recruitment and retention of faculty volunteers with a desire to engage within the life of the college. Faculty Chairs verify

fellow engagement in the college each year, submit a roster to Residential Services, and recruit new fellows as necessary. Faculty Chairs are responsible for maintaining connections with and encouraging fellow engagement within the college, including follow up with individuals who have not engaged. Working with the executive board, the Faculty Chair ensures that fellows are notified of upcoming college events and feel their participation matters for the success of the college and students' experience as members.

Informally Advise Student Members

The Faculty Chair is regularly visible at events and within the community of the residential college. As a result, the Faculty Chair is often the faculty member best known to college members (especially first-year students). Thus, the Faculty Chair often provides informal advice to students on a variety of topics related to the student experience and, when appropriate, refers students to student affairs offices, campus advising, and counseling resources. The Faculty Chair is not expected to deal with emergent student matters and/or crises and should refer students to the Residential Services staff as appropriate.

Participate in Selection and Supervision of the Assistant Chair

Along with performing administrative functions for Residential Services, the Assistant Chair maintains an active presence in the college and serve under the Faculty Chair's direction to support the student executive board and further the mission of the college. The Faculty Chair sets expectations for the Assistant Chair's college-specific work, in accordance with the Assistant Chair position description, and ensures that the work is carried out effectively. During winter and spring, the Faculty Chair partners with RAE's Associate Director for Residential Colleges to evaluate the performance of the Assistant Chair and (when necessary) interview candidates for the next academic year.

Facilitate Housing Processes for Members

The Faculty Chair reviews applications from incoming students who want to live in the college and submits preferences to the Residential Services Occupancy & Graduate Services team. Working with the executive board, the Faculty Chair shapes the system of points students earn for participation in the life of the college, which in turn determines returning students' eligibility to live in the college the following year. The Faculty Chair reviews and approves the returning resident eligibility roster, which is submitted to the Residential Services Occupancy & Graduate Services team. Final decisions regarding room assignments within the residential college will be made by the Residential Services Occupancy & Graduate Services team.

Other Responsibilities of the Faculty Chair

- Manage & monitor the budget provided to the Faculty Chair for support of college programs as well as the reports of fellows' meal consumption in the college's dining room.
- Attend Faculty Chair meetings and special events sponsored by Residential Services.
- Meet regularly with the building's Resident Director to establish regular communication and remain aware of any concerns or issues involving members of the college.
- Promote understanding of university policies that might affect residential college programs (e.g., alcohol policies, contract approvals).
- Initiate the appointment process for the Associate Chair and fellows.
- Promptly advise Residential Services of any important issues relating to the life of the college.
- Meet with the Director of Residential and Academic Engagement quarterly.

Term of Appointment

The Faculty Chair 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.

Compensation

The Faculty Chair is provided with an annual stipend of \$12,363.96 over 12 months. The Faculty Chair is also provided access to 16 dining swipes per month while the academic year is in session.

Position Requirements

To serve as a faculty chair, applicants must be employed as a full-time faculty member at Northwestern University. Knowledge and previous work with the residential college system or other residentially based experiences preferred, but not required.