



General Description of FIR duties

Duties listed below are not a binding agreement and are subject to change

General Statement of Duties:

University Housing seeks to create a learning-centered home where all students are fully engaged in the Appalachian community. The Faculty-in-Residence is an integral component in this vision. The Faculty-in-Residence (FIR) lives in an apartment in the residence hall and seeks to build connections with students outside the classroom and formal advising environments.

The FIR must be a full-time, EPA employee, and whose position involves significant time dedicated towards the academic education of students. The FIR will be supervised by the Coordinator of Student Success and Assessment and work closely with the full-time University Housing Coordinator assigned to the same area of buildings in which the FIR is assigned.

DUTIES PERFORMED

General Faculty-in-Residence activities should include:

1. Regular involvement in student life by providing a variety of spontaneous and planned opportunities for social interaction throughout the residence halls in the area to which the FIR is assigned.
2. Initiation of and involvement in educational activities that foster student-faculty relations (seminars, workshops, study breaks, cultural opportunities, etc.).
3. Collaboration with residence hall staff and academic programs to maximize faculty/student interactions.
4. Efforts to maintain good visibility in the residence hall to encourage informal contact with students.
5. Availability for advising, support, and/or referral to appropriate resources.

Specific Faculty-in-Residence Expectations:

The expectations listed below could range from 8-10 hours a week.

1. Establish a strong relationship and regular communication with the University Housing staff invested in the success of the residence hall area by:
 - a) Meeting with the Hall Supervisor monthly.
 - b) Attending one RA staff meeting a month.
2. Demonstrate involvement in the residence hall community development activities by:
 - a) Initiating a program in the building at least once a month using the funds provided by University Housing.
 - b) Initiating a program in a different building (other than where the FIR lives) at least once a month.
 - c) Participating in and lending support to RA and Hall Council programs at least twice per semester.
 - d) Attending one Hall Council meeting a month.
3. Get to know residents of the building at the beginning of the fall semester by:
 - a) Assisting with move-in the Friday of Move-In.
 - b) Attending first meetings of residents sponsored by the RAs with Hall Supervisor.
 - c) Distribute a welcome letter to the residents describing the FIR role and providing information about the FIR including interests, background, hobbies, expertise, and availability.
 - d) Sponsoring an Open House within the first two weeks of classes for residents (this can be co-sponsored with the Residence Director and/or Coordinator).

4. Build relationships with students
 - a) Maintain visibility in the residence hall by walking the halls and talking to students once a week or working out of the staff office for several hours a week.
 - b) Being available to offer advice, support, and referrals to residents when asked.
 - c) Post a sign outside the apartment door that indicates how to contact and meet with the FIR.

5. Other Responsibilities
 - a) Complete a year-end annual report.
 - b) Serve as a consultant to University Housing on residential learning communities.
 - c) Participate in a semester review in which performance on FIR job responsibilities are reviewed.

Program Support

1. **Housing and Benefits:** The Faculty-In-Residence is provided a furnished one-bedroom apartment in a residence hall on-campus. Utilities and internet connection are provided. The program does not cover the cost of moving, liability insurance for personal property, or long distance telephone charges.
2. **Program Budget:** The Faculty-In-Residence is provided with a program budget each academic year. Use of these funds must follow University Housing and all Appalachian State University accounting procedures. These funds are available for programming purposes only in an effort to facilitate contact between residents and faculty.