

# Faculty-In-Residence (FIR)

Last Updated: 1/20/2022

## GENERAL DESCRIPTION

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Pitzer's Faculty-in-Residence Program bridges the academic and residential experiences in a seamless living-learning environment by integrating Pitzer faculty members into the residential experience and the co-curriculum. The goal of the FIR program is to provide both formal and informal resident-faculty interactions through educational programming, increased student interaction, advising Student Senate, and collaboration with Residence Life. These interactions provide students the opportunity to approach and relate to faculty members on a more personal level.

Faculty-in-Residence (FIR) should be interested in student learning and have the desire to relate to students in a residential setting, outside of the formal classroom or laboratory. They should implement programming ideas and community development initiatives that will enhance the experience of students in the residence halls. FIRs help plan and implement educational, recreational, artistic, social and cultural programs while serving as mentor, adviser, teacher, and leader in the residential community.

1. The work of the Faculty-in-Residence in Pitzer, Atherton, and Sanborn (PAS) residence halls is targeted at first-year students and has been designed with the purpose of offering a distinctive benefit to students in their first and most formative year at Pitzer.
2. The work of the Faculty-in-Residence in West, East, and Skandera (WES) is targeted at sophomores, juniors and seniors and has been designed with the purpose of offering programming that focuses on major selection, academic advising, internships, study abroad considerations, and campus involvement.

### Qualifications

1. FIR must be tenure track or have a continuing contract.

### Terms of FIR Assignment:

1. **Length of Assignment:** Faculty-in-Residence initially receive a 1-year assignment and the opportunity to renew for another year, with a 3-year maximum assignment.
2. **Year-to-Year Renewal:** Renewal is subject to review by the Dean of Faculty's Office early each spring semester and will be communicate to the DOF to each FIR at that time.
3. **Reapplying:** The length of a FIR's assignment determines how long they must wait to reapply once their assignment has ended. (For example, if a faculty member completes a 2-year assignment, they must wait 2-years before they may reapply as a FIR.)
4. **Leave Opportunity:** It is, of course, understood that faculty will be free during their term of service to travel for purposes of research and professional enrichment. It is expected, however, that they will not be absent for extended periods during the academic year. If a faculty goes on leave or sabbatical they will forfeit their position as a FIR
5. **Performance Evaluation:** Failure to meet the minimum requirements as described in the position description may result in dismissal from the FIR program and forfeiture of the apartment and meal plan. FIRs must abide by all Pitzer College personnel policies and all residence hall policies. Dean of Faculty and Vice President for Student Affairs will review any FIR up for dismissal and make the final determination of whether a faculty member will be dismissed from the FIR position.

**Benefits:** The FIR will receive the following position-specific benefits:

1. **Apartments:** Pitzer provides attractive apartments for FIRs, which are located in N. Sanborn (first -year residence halls) and in Skandera Hall (upperclass residence hall). One bedroom and two-bedroom apartments are available (apartments do not have a washer or dryer). Adjustments to the apartment/furniture are available to meet the needs of faculty members living alone, those with partners, as well as those with children/dependents. Apartments should normally be ready for occupancy August 1 and should be vacated at the end of FIR tenure on June 30. Partially furnished apartments in the residence halls are provided without cost to participating FIR. In addition, all utilities and internet are included without cost. The program does not cover the cost of moving, liability insurance for personal property, cable television service, or laundry. Additionally, see “Apartment Agreement” and “Apartment Pet Policy” addendums for more details.
2. **Meal Plan:** A weekly 5-meal board plan (for use when the College is in session during the regular academic year) will be provided to encourage FIRs, and their family, to eat some of their meals with residents on campus.
3. **Program Budget:** FIRs are each provided with a program budget of \$400 per academic year. These funds are accessible through reimbursement by Student Affairs. These funds are available for programming purposes only in an effort to facilitate contact between residents and faculty. Additional funds may be solicited by the FIR through TLC, CLC, Strategic Initiatives, etc.
  - a. **Parking:** An assigned parked spot in the East Mesa Parking Lot.

#### **FIR Program Coordination and Supervision:**

1. Dean of Faculty
  - a. The FIRs report to the Dean of Faculty’s Office
  - b. DOF grants yearly renewal of the FIRs and updates/reviews program description.
  - c. DOF area will ensure apartment prep/cleaning coordination and move-in, furniture purchases, etc.
2. Residence Life
  - a. Ongoing communication on programmatic expectations and collaborations
  - b. Assists with key access issues and communicates facilities outages/impacts
  - c. Facilitates funding reimbursements, turn receipts into VPSA’s assistant for processing
3. Both
  - a. Should be looped in on facilities issues in the apartment/building
  - b. Submit annual report each summer about FIR’s activities, all flyers for events/activities should be included in the end of year report

#### **ESSENTIAL REQUIREMENTS**

1. Student Interaction:
  - a. Serve as a mentor, adviser, teacher, resource, and leader in the residential community for the students.

- b. Encourage familiarity with Pitzer’s resources as well as with local opportunities beyond Pitzer.
2. Programming:
- a. Review the [Co-Curriculum educational priority and goals](#). Specifically provide support for:
    - i. Educational Engagement:
      - 1. Pitzer students will engage with each other, staff and faculty in and outside of the classroom. By enhancing educational engagement within the living-learning community, students will cultivate an educational skillset that will support them throughout their lives.
        - a. Students will assess their educational needs and seek out appropriate supportive resources.
        - b. Students will deepen their knowledge and interests by engaging with faculty.
        - c. Students will articulate the educational benefits of participating in this living-learning experience.
  - b. Implement 3 educational/cultural programs and at least 1 social program per semester; approximately 1 program per month.
    - i. Serve as a catalyst for the involvement of other faculty members in residence hall activities and programs.
    - ii. Example FIR programs:
      - 1. “Critical Conversations”: bringing faculty into the residence halls to create dialogue with students around current events/issues, film screenings, community service events, cultural celebrations, hiking, camping, paper writing workshops, book club, public lectures, art show openings, meeting at the dining hall for a weekly meal, bring other faculty into the residence hall to present on a subject, program around “hot topics” in the news or media, baking or cooking demo in your apartment, “reverse trick-o-treating” (go door to door giving out treat to introduce yourself to your neighbors)
3. Advising:
- a. Serve as the faculty reps to Student Senate, including attending their weekly meetings, typically on Sundays.
  - b. Facilitate communication between Student Senate and Academic Affairs.
4. Partnership:
- a. Maintain a working relationship with Residence Life and Student Affairs.
    - i. Meet with the Residence Life professional staff once a semester for program coordination and planning.
    - ii. Support residential programming and encourage RA participation/support of FIR events.
    - iii. Participate in the *Living on Campus* session and other programs as appropriate during New Student Orientation.

### **FIR Recruitment and Application Process**

Recruitment for the Faculty-in-Residence program occurs annually, subject to the number of open positions. Recruitment typically begins in January for appointments beginning in August.

Interested candidates complete and submit an application that includes personal information, brief responses to selected questions and a resume or curriculum vitae. Qualified candidates are invited to participate in an interview with the selection committee. Based on submitted information and an interview, The Dean of Faculty's Office, in consultation with Residence Life and Student Affairs, will make final determinations for hire.

Please apply here by **March 25, 2022**: <https://forms.gle/bSk2uJQHAIhXb8r5A>