



COLLEGE HOUSE FACULTY DIRECTOR APPLICANT PACKET for Academic Year 2026-2027

Application Procedures

- All CHAS Faculty applicants must submit a cover letter of interest, cv/resume and a completed questionnaire (see below) in **one PDF document** to chas@collegehouses.upenn.edu. Please use "Faculty Director Application" in the subject line.
- Deadline - no later than January 31, 2026, for full consideration

Appointment Process

The Provost, based upon recommendations from the Vice Provost for Undergraduate Education (VPE-U), CHAS Faculty Director, and CHAS Executive Director, appoints a Faculty Director. A committee may be established to assist with the appointment process. The appointment is for a four-year term. The Faculty Director serves at the pleasure of the Provost/VPE-U and may be removed at any time.

1. Fully completed applications are submitted to the Undergraduate Deans who determine the candidate pool for College Houses to consider.
2. Once the pool has been determined, candidate information is sent to those Houses with vacancies.
3. Each House then reviews the candidates and determines which candidates they would like to interview.
4. The House interview usually consists of the CHAS Faculty Director, CHAS Executive Director, House Fellows, House Director, RA/GRA staff and residents.
5. The CHAS Faculty Director and Executive Director of College Houses & Academic Services may meet with candidates.
6. Once interviewing has been completed, the House staff forward a recommendation to the CHAS Faculty Director, CHAS Executive Director, and Vice Provost for Undergraduate Education for review.
7. The Vice Provost for Undergraduate Education appoints Faculty Directors in consultation with the Provost.

Position Overview - College House Faculty Director

The College House Faculty Director role entails a four-year renewable term to provide leadership to the house by setting the academic tone or vision for the House through partnership with the House Director, other House faculty and staff, and the other Faculty Directors across CHAS. The Faculty Director acts as a mentor to House Fellows and helps to create a residential environment that encourages intellectual inquiry, provides educational

resources and support, and develops meaningful faculty interaction with students.

The College Houses are residential communities for Penn undergraduates that:

- connect the academic life of the University with the residential experience;
- develop smaller, intimate communities that students call home and from which they can more comfortably navigate the complexities of a large university;
- provide academic and personal support to residents;
- promote social interaction, community engagement, accountability, and leadership within a setting that honors the diverse needs and backgrounds of the population.
- [LEARN MORE ABOUT THE COLLEGE HOUSE SYSTEM HERE](#)

Eligibility

The most important qualification is an enthusiastic interest in mentoring and engaging undergraduate students within the residential environment in a service role. In order to provide undergraduate residents with the opportunity to interact with Faculty from a broad spectrum of academic disciplines, tenured faculty applicants from all 12 schools within the University are welcome to apply.

Responsibilities

Serving as a College House Faculty Director should be viewed as a service role. The Faculty Director and House Fellows are responsible for creating a residential environment that encourages intellectual inquiry, provides educational resources and support, and develops meaningful faculty interaction with students.

The specific activities of a Faculty Director differ from College House to College House according to the resident population and specific programmatic goals. In all Houses, however, the successful Director should expect to spend a **minimum of 10 hours** per week engaging with residents, in ways spontaneous and planned, formal and informal, throughout the year. Expectations of a College House Faculty Director are as follows:

- Provide leadership by setting an academic tone or vision for the House through partnership with other faculty and staff in the House and the other Faculty Directors across CHAS.
- As the academic leader of the house, Faculty Directors provide guidance and act as mentors to House Fellows and model collaboration through demonstrated partnership with the House Director.
- Collaborate closely with the House Director and House Fellows to ensure that the House sponsors an appropriate level of academic and cultural activities, including credit and non-credit options, academic advising, excursions, speaker series, tutorials, and other relevant items.
- Faculty Directors are expected to host and attend a substantial number of House events to establish a visible presence and to facilitate House community building.

- Work with House Directors to develop and maintain a regular schedule of House Senior Staff meetings that include the Faculty Director, House Director, and College House Fellows. The agenda for these meetings should include annual programmatic goals and outcomes for the House, specific program development, and other topics relevant to the continued enhancement of supportive, participatory academic undergraduate communities.
- Serve as the principal liaison for academic and programmatic matters between the CHAS faculty, CHAS central administration, and the College House.
- Faculty Directors are expected to participate in and complete CHAS-wide requests of faculty, including attending all-CHAS faculty meetings, self-reflections, contribution to End-of-Year reporting, attendance at retreats, and program and initiative planning, etc.
- Promote relationships between College Houses and Penn faculty to facilitate student access to professors across campus. Invite members of the faculty to attend House events, to teach courses in the House, to advise or sponsor a residential program/learning community, or to simply dine with a small group of residents to discuss their academic work and their life as a faculty member.
- Contribute to the development of a House culture that is inclusive, participatory, and fosters a strong sense of community and belonging among all residents.
- Monitor and evaluate House programs over a yearly and multi-year schedule.
- Serve informally as an advisor to student residents of the College House.
- Become familiar with the annual House Budget, developed by the House Director, to ensure House and CHAS goals are being met while adhering to University and CHAS policies, procedures, and expectations.
- Meet with the House governance and other student groups as appropriate.
- Support the House Director in the selection and training of Resident Advisors and student manager staff. Meet with these staff groups as needed. Participate in RA/GRA staff training in August and January.
- Provide recommendations to the CHAS Faculty Director and CHAS leadership regarding the appointment, reappointment, termination, or replacement of College House Fellows. Actively promote the role of House Fellow with faculty across the University and encourage application of appropriate individuals to serve in these roles.
- Participate in the selection process for the House Director if necessary.
- Offer support to the House Director, CHAS central leadership, and the Office of Community Standards and Accountability to resolve student behavior and discipline issues as needed.
- Faculty Directors are expected to complete at least one Penn campus training or workshop annually focused on undergraduate student support and/or development during the appointment (i.e., I CARE, Penn Violence Prevention, Penn LGBT Center SafeZone or Safe Space, etc.). Many of these trainings are offered during the week of RA/GRA training or as special programs in the

Houses. Other trainings to support students may be required during the appointment.

Lodging, Meals, and Amenities

Faculty Directors are required by the terms of their appointment to live on campus during the academic year. Their on-campus apartment must be their primary residence from the start of RA Staff Training (in mid-August) until RA move out in May. The unfurnished apartment is equipped with Internet access and Xfinity On Campus (an on-campus television service). The apartment typically includes two bedrooms and two baths and a study that may be used as a bedroom. Faculty Directors and their immediate families (spouses, partners, and dependent children who are claimed as dependents on IRS tax returns) who reside with them receive a meal/dining allocation during the academic year. These meal/dining allocations are intended to facilitate opportunities for Faculty Directors and their families to eat with residents. If needed, one parking space per household will be provided in University facilities. Reasonable moving expenses are provided at the beginning and end of an appointment.

Appointment and Term of Service

College House Faculty Directors are appointed and serve at the pleasure of the Vice Provost for Undergraduate Education and Provost. Faculty Directors are appointed to this service role for four-year renewable terms. Renewal is based upon satisfactory performance and the Director's on-campus availability during the period of the next appointment. If a CHAS Faculty member chooses to take sabbatical-related course release during their tenure, they are required to maintain residence in College Houses and continue to fulfill their responsibilities as an active senior staff member of their House. Only if no significant travel or protracted absences from the College House are entailed might an appointment continue while the Director is on leave or sabbatical. If they choose to take their sabbatical away from Penn, then they must resign their position as Faculty Director. If they are interested in returning after leave, they must reapply through the regular CHAS faculty recruitment process.

Reappointment Process

As early as possible in the fourth year of service, and no later than December 15, a Director who wishes reappointment for an additional four-year term shall ask the Provost/VPE-U through the leadership of CHAS for reappointment. The request should include a brief summary of the achievements of the preceding term, an agenda for the next four-year term, and the names of three individuals who are qualified to render an opinion about the faculty member's accomplishments during the term.

The Vice Provost for Undergraduate Education and CHAS Faculty Director will review the information. An advisory committee may be appointed to assist with the review. Other evaluative information may be used to assist with the reappointment process such as data collected from residents, other House Staff, or the faculty member's academic department.

Faculty Director Earned Leave Time

Subject to departmental and school needs, Faculty Directors who continue to hold standing faculty appointments in the University for at least one year beyond the end of their four-year Faculty Director term may be eligible for earned leave time. The College House Faculty Director Earned Leave Time is designed to assist Faculty Directors in sustaining their scholarly work while continuing to build effective educational programs within their Houses.

Faculty Directors who have served four full academic years are eligible to use earned leave of absence time above and beyond their school's normal paid scholarly leave allocation. Faculty Directors may select one semester of leave (or, in the case of those with twelve-month appointments, one half year of leave) at full base salary, or one year off at half base salary. This earned leave time must be used within three years of the end of the term or terms as Faculty Director. The salary level for the leave of absence will be that of the fiscal year in which the leave is taken and determined. The leave is not paid by CHAS.

To initiate a request, the Faculty Director must inform their department chair, school dean, Vice Provost for Undergraduate Education, CHAS Faculty Director, and CHAS Executive Director well in advance, specifying the dates during which the leave is to be taken. Normally, formal notification should be made in the fall term of the academic year preceding the year in which the leave is proposed.

A Faculty Director who is seeking reappointment (see above) for an additional term of service must specify whether the Faculty Director will take the accrued leave immediately or defer it until after additional service. If a Faculty Director chooses to take sabbatical-related course release during their tenure, it is required that they maintain residence in College Houses and continue to attend to their responsibilities as an active senior staff member of their House. If they choose to take their semester or year-long sabbatical away from Penn, then they must resign their position as Faculty Director. If they are interested in returning to college houses after leave, they must reapply through the regular CHAS faculty recruitment process.

(Compiled from documents approved by the Council of Undergraduate Deans and the Residential Faculty Council in February 1988, February 1991, December 1997, January 1998, and September 1998; revised March 2006; revised January 2013; revised January 2021; revised December 2021; October 28, 2022; 11.25.2024; 12.2025)

College Faculty Director Applicant Questionnaire

In answering the following questions, think about your own experience as an undergraduate and what interactions you had or would like to have had with faculty. Please also consider your own engagement with Penn students and how it has prepared you for being a faculty in residence with our undergraduates. Certainly, if you have served in a similar position at

another institution you should draw upon that experience. You may be familiar with Penn's College House system due to involvement of colleagues who are or have been in the system, or you may have participated in a program in one of our Houses.

1. Why are you interested in this service opportunity? What do you hope to contribute to this leadership experience in a College House? What do you hope to gain? What will resident students derive from their interactions with you?
2. The Faculty Director is expected to set the tone for the academic and intellectual focus within the house in partnership with the House Director, House Fellows, and Resident Advisors (e.g., around a topic such as how to engage in research, politics, or ethical decision-making). What are your ideas for a specific intellectual and/or academic focus, including programs, activities, or events you may offer that draw upon your personal and professional interests and expertise?
3. Discuss your experience mentoring faculty/professionals and how you will guide the faculty team in the college house to achieve the academic and/or intellectual focus?
4. Describe your experience working with undergraduate students. Please consider addressing how you interact with students both in and out of the classroom and how those activities may inform what you do in a residential setting?
5. Experience suggests that students are often initially reluctant to approach House faculty. How might you help ease their hesitation to make yourself both accessible and visible to your residents?
6. We encourage faculty to teach in the House. What courses do you teach that might be offered within the House setting? What interests do you have that might contribute to a new course to be offered in this environment, for credit or not?
7. Faculty Directors are appointed for a four-year renewable term. Do you anticipate taking a leave, sabbatical, or any significant time away from campus during the next four years?

If you have any questions about process or the role of faculty in CHAS please contact CHAS Faculty Director Deven Patel - devenp@sas.upenn.edu

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