



COLLEGE HOUSE FELLOW 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 "House Fellow Application" in the subject line.
- Deadline - no later than January 31, 2026, for full consideration

Appointment Process

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 House Faculty Director, House Fellows, House Director, RA/GRA staff and residents.
5. The Faculty Director and Executive Director of College Houses & Academic Services may meet with the candidates.
6. Once interviewing has been completed, the House staff forward a recommendation to the CHAS Faculty Director, Executive Director, and Vice Provost of Undergraduate Education for review.
7. The Vice Provost for Undergraduate Education appoints Faculty Fellows in consultation with the Provost.
8. New Faculty Fellows move into college housing in early August.

Position Overview - College House Fellow

The College House Fellow role entails a two-year renewable term to assist in connecting the College Houses to the larger academic community at Penn. Fellows are responsible for working with the Faculty Director and House Director of their college house to fulfill the academic vision of the house and encourage intellectual inquiry, promote academic programs in residence, foster faculty and student interaction, and build strong, supportive house and CHAS communities.

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, applicants from all 12 schools within the University are welcome to apply. Members of the University's full-time administrative staff in academic or student affairs are also welcome to apply, although tenured or tenure-track Faculty are preferred.

Responsibilities

Serving as a College House Fellow should be viewed as a service opportunity. A College House Fellow is responsible for working with the House Faculty Director and House Director as a member of the House Senior Staff to create a residential environment that encourages intellectual inquiry, provides educational resources and support, and develops meaningful faculty interaction with students. The goal of the House environment is to create a vibrant intellectual and social community that provides residents the opportunity to explore the breadth and depth of the University within a supportive House environment. The House Fellow receives guidance and mentoring from the House Faculty Director, the academic leader of the House.

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

- House Fellows are expected to work collaboratively with the House Faculty Director and House Director to ensure that the College House sponsors an appropriate level of academic activities and informal educational and cultural events.
- House Fellows, in consultation with the House Faculty Director and House Director, are expected to design and implement programs relevant to the House, paying particular attention to the specific needs of the student population and any themes of the House.
- House Fellows are expected to attend regular staff meetings and staff training activities in the House, although the exact number of meetings or the particular training sessions may differ from House to House; each House Faculty Director, in consultation with their House Director, will determine the expectations for College House Fellows in this regard. In addition to meetings within the House, the Fellows are invited to attend regular meetings and occasional retreats of College House

Faculty from across the system.

- It is the responsibility of the College House Fellows to annually choose a College House Undergraduate Research Fellow from among their house residents as part of the larger CHAS Research Fellowship Program. Fellows are expected to design and implement programs to promote and create awareness of the opportunities for research fellowships, scholarships, and research available to undergraduates; to suggest ways to access such opportunities; and to mentor students applying for them (or help them identify a mentor).
- House Fellows are expected to host and attend a substantial number of House events to establish a visible presence and to facilitate House community building.
- House Fellows are expected to make themselves available to meet both formally and informally with residents.
- House Fellows are expected to facilitate student access to Penn's faculty, by inviting faculty to the House to meet and talk with residents.
- If in a House with first-year students, House Fellows are expected to attend Convocation during New Student Orientation. In addition, Houses may have a tradition or expectation that its Senior House Staff attend other NSO events, such as the Philadelphia Museum of Art Gala and the activities in the College House.
- House Fellows are expected to complete at least one Penn campus training or workshop annually focused on undergraduate student support and/or development during the two-year appointment (e.g., Wellness 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 training to support students may be required during the appointment.
- House Fellows are expected to participate in and complete CHAS-wide requests of faculty, including self-reflections, contribution to End-of-Year reporting, program and initiative planning, etc.

Lodging, Meals, and Amenities

College House Fellows 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 Resident Advisor (RA) Staff Orientation (in mid-August) until RA move-out in May. The unfurnished apartment is equipped with Internet access and Xfinity OnCampus (an on-campus television service). Normally the apartment provided to Fellows is a 2-bedroom/one bath apartment. Fellows and their immediate families who reside with them (spouses, partners, and dependent children who are claimed as dependents on IRS Tax returns) receive a dining meal allocation during the academic year. These meal allocations are intended to facilitate opportunities for Fellows and their families to eat with residents. If needed, one parking space per household is also provided. College Houses & Academic Services provides up to a \$4,000 move-in allowance. When the House Fellow is no longer serving in their House Fellow role, College Houses & Academic Services will provide up to a \$2,000 move out allowance to assist with relocation.

Appointment and Term of Service

College House Fellows are appointed and serve at the pleasure of the Vice Provost for Undergraduate Education and Provost. Fellows are appointed to this service role for two-year renewable terms, with renewal based upon satisfactory performance and the Fellow'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 appointment term, 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 a Fellow's appointment continue while the Fellow is on leave or sabbatical. If they choose to take their sabbatical away from Penn, then they must resign their position as House Fellow. If they are interested in returning to college houses after leave, they must reapply through the regular CHAS faculty recruitment process.

Reappointment Process

As early as possible in the second year of service, and no later than December 15, a House Fellow who wishes reappointment for an additional 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 two-year term, and the names of three individuals who are qualified to render an opinion about the Faculty member's accomplishments during the term.

College House Fellow 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 experience in a College House? What do you hope to gain? What will resident students derive from their interactions with you?
2. 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?
3. 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?

4. We encourage Fellows 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?
5. The House Fellow is expected to offer programs and other opportunities for social and community interaction within the house in partnership with the House Director, Faculty Director and Resident Advisors. These may be for community building purposes or designed around a topic such as how to engage in research, politics, or ethical decision-making. What specific programs, activities or events might you offer that draw upon your personal and professional interests and expertise?
6. House Fellows are appointed for a two-year renewable term. Do you anticipate taking a leave, sabbatical, or any significant time away from campus during the next two 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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