



West Campus House Professor-Dean Position Description

Overview:

The house professor-dean is the leader of the house community and provides intellectual and social direction for the house. The house professor-dean will work in close partnership with the assistant dean in maintaining the welfare of the house community and the well-being of its individual members.

Responsibilities:

1. Build house community by living in the house and interacting informally and formally with student residents in groups and as individuals on a daily basis.
2. Work closely with the house's assistant dean, student staff, house fellows, and residents to build an engaged and inclusive house culture and a diverse program of activities.
3. In collaboration with the assistant dean, review and, as appropriate, develop and improve, resident engagement and leadership programs.
4. Oversee house fellows program, including selecting and mentoring house fellows.
5. Supervise and mentor their assistant dean in the fulfillment of their responsibilities. As needed, play a key role in the search and selection of a new assistant dean.
6. In conjunction with the assistant dean, select and supervise the graduate resident fellows in carrying out the performance of their duties.
7. Work collaboratively with the assistant dean to select undergraduate resident fellows and support the assistant dean's supervision of undergraduate resident fellows and house administrative coordinator.

8. Work with other West Campus house professor-deans to establish a West Campus community rich in social and intellectual content. HPDs are expected to lead Wednesday evening salons or seminars at each house, and, in coordination with the other HPDs, help organize a series of annual speakers on West Campus (e.g., Sevin fellow, AD White Professors, Class of '66 speaker).
9. Serve as a member of the West Campus Council (WCC), including attendance at monthly meetings during the fall and spring semesters. Participate in the rotating one-year appointment as WCC co-chair. The HPD co-chair partners with the Director of Faculty Living-Learning Programs, who represents the Vice Provost for Undergraduate Education. During the co-chair appointment, act as the West Campus representative to Student and Campus Life, Housing, the Office of the Dean of the Faculty, and other campus partners, as needed. Responsibilities may include limited summer consultation on urgent matters requiring WCC input prior to the start of the fall semester. When the co-chair is unavailable, the Assistant Dean assigned to that House will coordinate consultations and, when necessary, represent the co-chair in these matters.
10. Collaborate with key campus partners (e.g. housing, dining, communications, and facilities) through the West Campus Council and individually, when needed.
11. Submit an annual written report to the Vice Provost for Undergraduate Education (VPUE) by June 15 and meet annually with the VPUE to discuss successes and challenges. House Professor-Deans seeking to serve beyond an initial three-year term will participate in a review under the direction of the VPUE.

Terms and Conditions of Appointment:

1. House professor-deans are tenured members of the Cornell faculty who have demonstrated distinction in teaching and research and a commitment to faculty-student interaction beyond the traditional classroom.
2. All efforts shall be made to appoint house professor-deans one year prior to their commencement date. During the academic year preceding their term, house professor-deans will seek to familiarize themselves with West Campus and their particular House by participating, as feasible, in House activities and attending meetings of the West Campus Council.
3. House Professor-Deans are appointed by the VPUE to a three-year term, commencing on July 1, and ending on June 30 of the final year of appointment.

House Professors-Deans have the possibility of renewal for two additional years subject to a successful review by the VPUE. House Professor-Deans will inform the VPUE of their interest in renewing by the end of the spring semester of their second year.

4. The house professor-dean will live in the House for the duration of the appointment. During the first year of the appointment, the apartment will be available beginning on August 1. In the final year of the appointment, the apartment is to be vacated by June 15th. Short accommodations can be made for those with school-aged children.
5. During the period of appointment, the house professor-dean will receive half release time from professional obligations in their department and college. The professor's college, in turn, will receive replacement leave funds at the rate of one quarter of the house professor-dean's academic (9- or 12-month) salary (plus fringe benefits for that quarter) for each year of appointment as house professor-dean.
6. In August of the first year of their appointment, the house professor-dean will meet with appropriate members of West Campus for orientation on university policies and administrative issues pertaining to the operation of the house and the well-being of its residents and staff.

Compensation:

1. During the period of appointment, the house professor-dean will continue to receive their full-time (9- or 12-month) salary from their college.
2. The house professor-dean will receive reimbursement of up to \$500 in charges from a university-approved moving company for expenses related to moving into and out of the apartment.
3. Upon submission of an end-of-year report to the VPUE by June 15, the house professor-dean will receive a summer payment in the amount of \$10,000 each year, issued in July.
4. After completing a five-year term, the house professor-dean will receive a one-semester leave.

Program Support:

1. The house professor-dean will have access to a generous program budget to develop and implement house programs.

2. The house professor-dean will receive a reserved West Campus parking space.
3. The house professor-dean and any members of their immediate family residing in the house will receive a meal plan and Big Red Bucks which can be used at Cornell Dining units during the academic year. During the academic year, the house professor-dean is expected to dine regularly in the house.