

January 2012



POSITION ANNOUNCEMENT: RESIDENT FACULTY

Applications are invited for Resident Faculty positions at the University of Miami Coral Gables campus. Reporting to the Senior Vice Provost & Dean of Undergraduate Education, the Resident Faculty serves as a positive and visible member of a residential college community. Their primary role is to provide academic advising and academic mentoring to resident students. They collaborate with college staff to help plan and implement educational, academic, social and cultural programs while serving as a role model, advisor, and leader in the residential community.

Qualifications: Full time faculty member and Doctorate in Professional Discipline. The preferred candidate will have a minimum 2-3 years of university teaching experience and demonstrated experience in academic advising and mentoring. They will be student centered, collaborative with residence life staff, innovative, able to work with students, able to build sustainable links between curricular and co-curricular experiences, and will have a knowledge and understanding of a large urban research university. The preferred candidate should also be familiar with the University of Miami's residential college system, the educational mission of the University, the issues facing today's college students, and be able to relate and communicate with college students. They should possess strong interpersonal and communication skills and the ability to work effectively with students and residential college staff.

To Apply:

- 1) Review the Resident Faculty Request for Proposal at Residential Housing Office website www.miami.edu/housing
- 2) Submit a resume/CV
- 3) Submit a proposal no longer than 5-pages describing the following:
 - a) what strategies you would implement to provide resident students with effective academic advising and academic mentoring;
 - d) what strategies you would implement to create initiatives that have a defined educational purpose and that can achieve meaningful and assessable educational goals;
 - b) how you would collaborate with the residential college staff toward enhancing student learning, development, and academic success;
 - c) how you would work effectively with other faculty in the residential colleges to improve student learning/academic success.

Complete applications must be received by Monday, **February 13, 2012.**

Complete applications must be sent to the attention of the Senior Vice Provost and Dean of Undergraduate Education, 240 Ashe Building, Coral Gables, Florida 33146 or by email to srembold@miami.edu.

The University of Miami's goal is to provide equal employment opportunity through the recruitment, employment and promotion of individuals at all levels within the University's employment structure without regard to race, color, sex, age, disability, veteran status, religion, national origin or sexual orientation.



Resident Faculty Position Request for Proposal

Living on campus should support and add value to students' learning. Faculty Masters and Associate Masters play a meaningful role in fulfilling this essential educational purpose of on-campus residential life.

Role of the Resident Faculty - Description of Duties

Faculty Masters and Associate Masters have two primary roles:

- 1) To serve as educational mentors of and advocates for students in their residential college, particularly those who are experiencing academic difficulties or problems adjusting and adapting to college life.
- 2) To help plan and implement regular educational, academic, social and cultural programs that support the University's educational mission.

The positions report to the Senior Vice Provost & Dean of Undergraduate Education. Specific duties include, but are not limited to:

- Providing active educational advising and mentoring to resident students, particularly those who are experiencing academic difficulties or problems adjusting and adapting to college life. Participating in training to achieve these goals.
- Collaborating with residential college staff to design and coordinate regular programs for resident students. Whether curricular or co-curricular, these programs should be educationally purposive and contribute to students' intellectual and social growth. Some programming should include collaboration with other campus offices, residential colleges, and units within the University community.
- Working with the Dean of Undergraduate Education and other Faculty Masters and the Department of Housing and Residential Life to develop and implement effective assessment tools for the mentoring and programmatic activities.
- Collaborating with residential college staff in implementing: student staff performance and development; Fall and Spring training; staff meeting agendas; Fall and Spring Openings; and other Department of Housing and Residential Life initiatives.
- Attending weekly senior staff meetings with Area Directors, Assistant Area Directors and the Resident Assistants to plan programs and address building issues.
- Working with the Academic Counselors in Residence and with the Academic Fellows to advise and mentor resident students.
- Maintaining significant visibility in the residential college. This includes attendance at College Council meetings and student programs; hosting faculty or community dinners; creating a discussion series and/or panel discussions; and participating in Department of Housing and Residential Life events such as staff selection and end-of-the-year events. It also includes frequent informal interactions with students and staff in the residential college.
- Attending monthly resident faculty meetings (Council of Masters).



Resident Faculty Position Request for Proposal

- Submitting, with the Area Director and other resident faculty of the building, an annual report to the Dean of Undergraduate Education. This report, due at the end of the Spring semester, should describe and assess the Resident Faculty members' activities for the academic year and suggest areas for improvement in the educational advising, in the University and in Residential College.
- Abiding by all University policies and procedures.
- Facilitating student-initiated programming by using faculty expertise in dealing with both University and outside resources.
- Work, as necessary, with Housing and Residential Life staff and the Division of Student Affairs.

Residential Colleges at the University of Miami

Hecht and Stanford Residential Colleges comprise the First-Year Experience program at the University of Miami and are where the majority of first-year students reside. The two towers number just over 850 students in each college, contain double and single rooms, classrooms, and several academic initiatives incorporated to assist first-year students with their successful transition to the University. Some of these initiatives include Academic Fellows, Resident Faculty, Academic and Career Advisors in Residence, and programming experiences specifically tailored to meet the needs of first-year students. The Resident Faculty, Area Director, Assistant Area Director, classrooms, and front desk are all located on the first floor of Hecht and Stanford.

Eaton Residential College is comprised of approximately 400 upper class students. Rooms are in a suite-style arrangement with study lounges, and a lobby overlooking Lake Osceola. The Resident Faculty and Area Director live on the first floor. Also located on the first floor are the classrooms, computer lab, vending machines, student mail boxes, reception desk, and the central Department of Housing and Residential Life office.

Mahoney and Pearson Residential Colleges are two upper class residential communities with rooms in a suite-style arrangement. There are approximately 750 students residing in both colleges. Resident Faculty reside on the first floor of each college. The Resident Faculty, Assistant Area Director and Area Director live on the first floor. Also located on the first floor are the classrooms, conference/group study rooms, computer labs, vending machines, student mail boxes, reception desk. These Residential Colleges are home to a unique style of living and learning in which special floors, called Special Interest Housing (SIH), are organized around a specific theme that brings students together to enhance their on campus living experience. These SIH options provide a unique opportunity for upper class students who wish to share a common interest with other students in order to enhance their learning and overall experience at the University.

Qualifications

Full time faculty member and Doctorate in Professional Discipline. The preferred candidate will have a minimum 2-3 years of university teaching experience and demonstrated experience in academic advising and mentoring. They will be student centered, collaborative with residence life staff, innovative, able to work with students, able to build sustainable links between curricular and co-curricular experiences, and



Resident Faculty Position Request for Proposal

will have a knowledge and understanding of a large urban research university. The preferred candidate should also be familiar with the University of Miami's residential college system, the educational mission of the University, the issues facing today's college students, and be able to relate and communicate with college students. They should possess strong interpersonal and communication skills and the ability to work effectively with students and residential college staff.

Term of Appointment and Review

Resident Faculty are appointed for a three-year term to be evaluated annually. Appointment can be renewed. Resident Faculty are expected to be in residence on campus during the Fall and Spring semesters and during staff training periods in August and January each year. They should schedule research-related or other travel during the months of May, June, and July to avoid extended absences from the residential college. Resident Faculty will receive accommodations in a specially designed apartment in each college, parking, and a meal plan for the Resident Faculty and immediate family members.

How to Apply

Interested individuals should submit the following by the deadline:

- 1) Submit a resume/CV
- 2) Submit a proposal no longer than 5-pages describing the following:
 - a) what strategies you would implement to provide resident students with effective academic advising and academic mentoring;
 - d) what strategies you would implement to create initiatives that have a defined educational purpose and that can achieve meaningful and assessable educational goals;
 - b) how you would collaborate with the residential college staff toward enhancing student learning, development, and academic success;
 - c) how you would work effectively with other faculty in the residential colleges to improve student learning/academic success.
- 3) Applications must be received by Monday, **February 13, 2012**. Send to the attention of the Senior Vice Provost and Dean of Undergraduate Education, in 240 Ashe Building, Coral Gables, FL 33146 or by email to srembold@miami.edu.

Selection Process

Application will be due in the early part of the Spring semester. Candidates selected for interviews will be contacted individually. Official start dates are in July or August of the following academic year.