

## Faculty-in-Residence (FiR) Policies Acknowledgement



Residence Life and Student Housing (RLSH) at SMU would like to highlight a few important University and Departmental Policies and Procedures that you will use and are expected to follow during the term of your employment as Faculty-in-Residence (FiR). A full list of policies and procedures can be found on the Human Resources website, within the FiR Handbook, and on the RLSH website.

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**University Policy Manual:** The SMU University Policy Manual is a comprehensive resource related to university policies. The manual includes (



**Move-In and Move-Out:** Incoming FiRs will be able to move into their apartments starting the July prior to their appointment term. All FiRs not returning to the role need to vacate their apartments by May 31, following the completion of their appointment. These dates are negotiable but require written request and approval from the Director of Academic Initiatives.

**Limits on Absences during the Academic Year:** Faculty-in-Residence should be available and present throughout the academic year. They should limit absences from campus when residence halls are open during the academic year. Anticipated absences of more than a few days during the term (excluding recesses) should be cleared in advance with the Director of Academic Initiatives. Faculty-in-Residence are expected to attend signature events including move-in days for new and returning students, events surrounding Homecoming, and other important university events to be identified in advance.

**Summer Responsibilities:** There are no programming duties during the summer. Between commencement and student leader training in August, Faculty-in-Residence should be available for occasional conversations and communications regarding ongoing business and planning for each fall of their appointment term.

**Removal from Housing:** SMU may terminate your housing benefit for several reasons, including the termination from your SMU position and/or the FiR role. If you are removed from housing, you will be required to move out of the residence hall, apartment or small housing unit within 48 hours after receiving notice of your removal from housing. Should you be involved in any other policy violation(s) or be disruptive in any way prior to your leaving the housing unit, you will be required to leave immediately.

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Please sign and return this acknowledgement to the Residence Life and Student Housing designee. By signing this document, you are acknowledging you have read and understand the policies and procedures listed above and the handbook applicable to your position. You further agree to abide by and educate your partner, dependent(s), and guest(s) (as applicable) on relevant policies and ensure their compliance.

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Printed Name

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Signature

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Date