

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 (but is not limited to): conflicts of interest, nepotism, alcohol, smoking and tobacco, business and finance policies, human resources policies, computer policies, and is available for review. FiRs will be held responsible for all of the policies in the University Policy Manual. The manual is accessible at: smu.edu/Policy

Faculty-in-Residence Handbook: The FiR Handbook contains additional policies, procedures, and resources related to the role. A copy of this handbook will be provided at the time of employment. FiRs will be held responsible for the policies in the FiR Handbook.

Background Checks: Prior to FiRs moving onto campus, background checks are required to be completed for live-in partners and dependents age 17 or older. Partners will receive an email from SMU HR with instructions on how to complete the background check and will be notified once the results are received. This background check must be completed within seven days of receiving prior to the official start date. Offers of employment are dependent upon successful completion of background checks.

Resident eHandbook: This electronic resource provides information for residents related to fire safety, community standards, hall policies, hall services, emergency information, and more. FiRs, FiR families, and their guests are expected to uphold these policies within RLSH-owned facilities. The eHandbook is accessible at smu.edu/StudentAffairs/Housing/eHandbook

Liability and Renter's Insurance: All residents, including FiRs, are strongly encouraged to obtain a renter's insurance policy for their belongings while living on campus. The University does not insure resident property and is not liable for losses or damage to property for any reason, including theft, fire, smoke, vandalism, water, or other causes.

Furniture and Accessibility: Each new FiR has up to \$4,500 to furnish their faculty residence. The money is intended to ensure that living rooms/public spaces are suitable for hosting students. The living room and public spaces are also expected to be maintained in a way that permit accessibility and egress. FiRs may be reimbursed, use their own P-card, or the Director of Academic Initiatives can purchase these items on their behalf. As a reminder, SMU is tax exempt and the purchaser must provide documentation at the time of purchase. Taxes assessed on furniture will not be reimbursed. Furniture should be high quality and able to withstand high use. When FiRs move out, they have the opportunity to purchase the furniture at a prorated amount from RLSH, accounting for a seven-year life span.

Storage: Any storage available to FiRs depends on availability. Sometimes there is a small closet the FiR can use to store items (such as holiday decorations). These storage closets are typically small and some central storage is available on a first-come-first-serve basis. FiRs with any large items or a considerable personal inventory should consider off-site storage, at their own expense.

Parking: Each FiR will be provided with two designated parking spots. The spots are indicated by a reserved parking sign. RLSH will pay for these parking passes.

Guests: Parking and ID Services will enforce FiR parking in the two designated spots during normal enforcement hours. FiRs may allow guests with a guest pass to park in any open student, faculty/staff or “all” permit spot, or in their second parking spot, if it’s available. For certain garages a code is needed to enter, which the FiR should provide to his or her guests. For guest parking, the FiR may ask the RLSH designee for a guest pass and the codes for the parking garage.

Event and Game Day Parking: You may be asked to move your vehicle(s) to an alternate location(s) for Move-in and Move-Out. Parking might be disrupted during home football and basketball games, but you will not be asked to move your vehicle. Parking passes will be provided by Athletics for home games and distributed by RLSH. It is important to note that once you leave your spot on a game day, there is a good chance the spot will be taken by an event attendee. Athletics furnishes parking passes to RLSH, but the process is not always timely. It is important to be cognizant as events come up.

Key Policy: Apartment and office key issuance are tracked in the RLSH database as personal keys. SMU utilizes elevated security measures for all locks on campus. “Keys” can be in the form of Medico, Abloy, or Proximity card readers. Keys are distributed at the Virginia-Snider (VS) Desk and Access Cards are distributed from the VS Desk, RLSH office, and Armstrong Desk. Any type of key used to access personal spaces for faculty and staff are only accessible through Area Master key access and are governed by strict procedures for entrance. Please do not loan keys to an apartment or office to anyone else. Failure to return physical keys will result in a lock change fee, payable to RLSH upon resignation or termination.

Spare Keys: Spare keys and cards can be requested for the use of student workers, visiting family members, nannies, dog walkers, etc. All keys are issued to the SMU employee, who is responsible for returning all keys upon resignation or termination. If a spare is needed, please submit the request to the Desk Manager. Note, there is one locksmith for campus, therefore, it may take longer than expected to have keys copied.

Sponsored Accounts: FiRs with family members (including children) who are not currently faculty, staff, or students at SMU need a sponsored account. Contact the RLSH designee to request a sponsored account for each family member. Once an ID number is generated, the family member will go to the Parking and ID Services office to have an ID made. The necessary building accesses will be added to the new SMU ID card. Accounts may be created for people such as child care providers or housekeepers

Pets: In addition to the fish allowed by SMU’s residential pet policy, FiRs are allowed two dog or cats. Pet owners should have renter’s insurance that covers any harm their pet may do to person or property. Pets should be current on all vaccinations. Pets should be on a leash or in a carrier anytime they are not in the residence. Owners are responsible for cleaning up after their pets. Additionally, pets must be registered through the RLSH maintained database for university records. When facilities personnel need to enter an apartment, pets should be enclosed in a crate or area where they cannot impede the work. If a pet is not crated, the maintenance worker has the right to delay the work order. Exceptions to this policy are possible, but must be requested in writing and be approved by the Dean of Residence Life and Student Housing via the Director of Academic Initiatives.

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.

Printed Name

Signature

Date