West Campus House System
Office of the Vice Provost for
Undergraduate Education

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 and the House Council (the student run house-governance structure) 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 assistant dean, the House Council, the graduate resident fellows, and the house fellows in establishing a house program – a program of opportunities for intellectual, artistic, and social "learning experiences" (e.g., invited lectures, screenings, workshops, arts events, discussion groups, and in-house non-credit or credit courses). Establish connections to the university and to North Campus.

3. Lead the House Council in the development and implementation of the house program, policies, and procedures.

4. Encourage house fellows and other faculty to participate in the house program.

5. Supervise the house assistant dean in the discharge of their responsibilities.

6. In conjunction with the house assistant dean, supervise the graduate resident fellows in carrying out the performance of their duties.

7. Work with other West Campus house professor-deans to establish a community rich in social and intellectual content.
8. Serve as a member of the West Campus House System Council.

Terms and Conditions of Appointment:

1. The Vice Provost for Undergraduate Education will appoint the house professor-dean to a three-year term (from July 1 through June 30) with the possibility of renewal (for between 1-3 years), upon review by the Vice Provost for Undergraduate Education.

2. 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 ¼) for each year of appointment as house professor-dean.

3. In August of the first year of their appointment, the house professor-dean will meet with appropriate members of the West Campus House System Council for orientation on university policy and administrative issues pertaining to the operation of the house and the well-being of its residents and staff.

4. The house professor-dean will live in the house for the course of the appointment. During the academic year, the house professor-dean will dine regularly in the house.

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. Additionally, the house professor-dean will receive a summer payment in the amount of $10,000 each year, issued in June or July.

3. At the conclusion of six years of service, the house professor-dean will receive a semester’s leave at full pay.

Program Support:

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

2. The house professor-dean and any members of their immediate family residing in the house will also receive: 1) up to two reserved West Campus parking spaces, 2)
free access to West Campus community facilities, and 3) Meal Plan/Big Red Bucks privileges at Cornell Dining units during the academic year.

**Eligibility Requirements:**

Applicants for the position of house professor-dean are welcomed from 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.