

2020 Faculty Associate Guide



Goals of the Faculty Associates Program

- ◆ Provide undergraduate residents with role models or mentors and more contact with faculty members
- ◆ Encourage residents' use of faculty as resources for information, referral, or informal advising
- ◆ Increase student and faculty understanding of faculty and student culture at WashU
- ◆ Meet the needs of those faculty who want more informal contact with undergraduate students.





“Getting to know my FA and FF made it easier for me to approach my professors. It is nice to see that they are real, normal people and have an interest in getting to know me and making sure I am making a comfortable transition into college life.”

~WashU Student



Your Residential College Team



Residential Advisor (RA)

- ◆ **Your primary point of contact within your community.**
- ◆ Live-in junior and senior-level students appointed to be an academic, mental, and social resource for residents, including putting together activities and programs that will encourage personal growth and development.
- ◆ **An essential resource for getting in touch with students, planning events, and learning about your community's interests.**



A Note about Community Composition

*Due to the elimination of shared bedrooms, this year many Faculty Associates have been assigned **multiple floors** within a ResCollege which will have separate RA teams. When communicating with your RAs make sure to copy your full team including your RCD on your messages.*



Residential College Director (RCD)

- ◆ **RCDs are experts in student engagement who are happy to answer any questions you have about your community.**
- ◆ Full-time student affairs professionals who live within their communities and are responsible for overseeing staff (RAs & Grad Fellows) and the maintenance of their facilities.
- ◆ **Your RCD will be sending you emails throughout the semester with community updates and event invitations.**



Graduate Student Fellow (Grad Fellow)

- ◆ **Graduate student fellows are responsible for enhancing the academic environment as well as co-curricular experiences of residents in the residential colleges, such as advising college council.**
- ◆ Along with your RCD, they can assist you in planning events.
- ◆ This year there are 2 graduate fellows supporting the South 40 Residential Colleges and 2 supporting the North Side Communities.

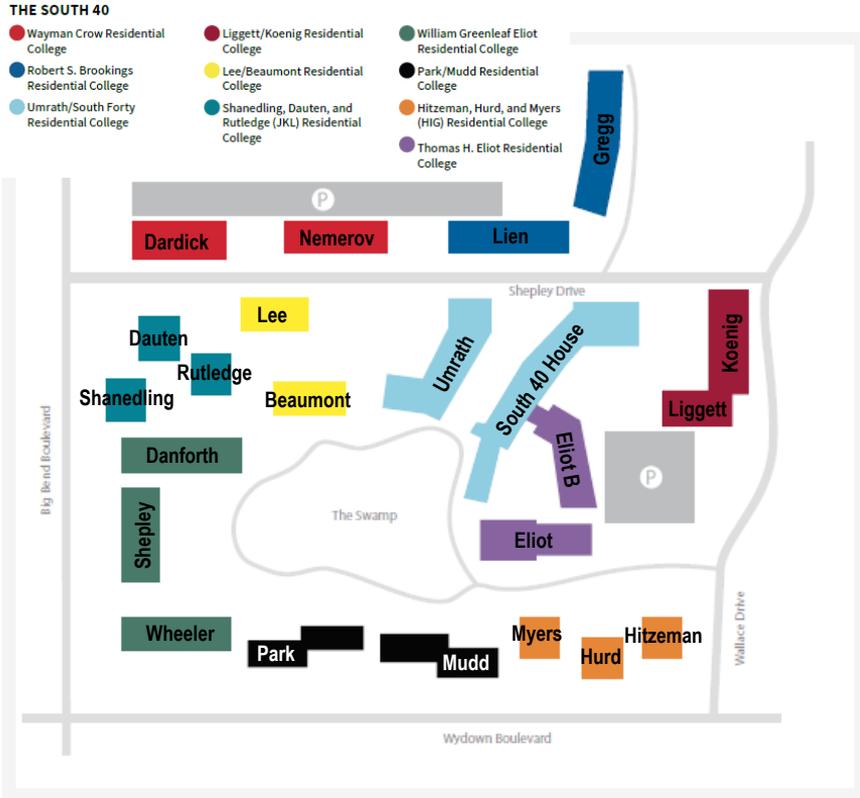


Washington University Student Associate

- ◆ **Commonly referred to as “WUSAs” these upperclass student leaders assist first year students with their academic, social, and personal transition to Washington University.**
- ◆ WUSAs will not be a programming or support partner for Residential Life this year. In past years WUSAs have been paired with groups of first year students based on their living communities, however, this year they were assigned differently so all students regardless of living situation would receive support from a WUSA.



The South 40



*Appropriately named for the 40 acres south of the Danforth campus, the **South 40** houses 10 Residential Colleges.*

- ◆ It also contains dining spaces, student businesses, a gym, and the Habib Health Center.
- ◆ This year it is primarily occupied by First Year Students.
- ◆ Typically Faculty Associates have access to their ResCollege added to their campus IDs. However, due to the University's COVID-19 policies, this year access to buildings is restricted to residents of that specific space.



The Language of the South 40

Acronyms and Definitions of ResLife



Acronyms and Definitions

Residential College

a.k.a. ResCollege

Communities on the South 40, composed of 2 or more buildings each, in which first and second year students live and learn with the guidance of professional staff, student leaders, and faculty.

In typical years ResColleges are comprised of both first and second year students. However, this year most ResColleges on the South 40 are comprised primarily of first year students.

Residential Community

Spaces on the North Side of campus in which upperclass students live and learn with the guidance of professional staff, student leaders, and faculty.



Acronyms and Definitions

College Council Representative

a.k.a. CoCo

Students elected in specific Residential Colleges to program for fellow residents and represent them at the Congress of the South 40. (Key Positions: President, Treasurer, CoCo Rep)

Congress of the South 40

a.k.a. CS40

The premier programming, advocacy, and leadership body for all South 40 residents.

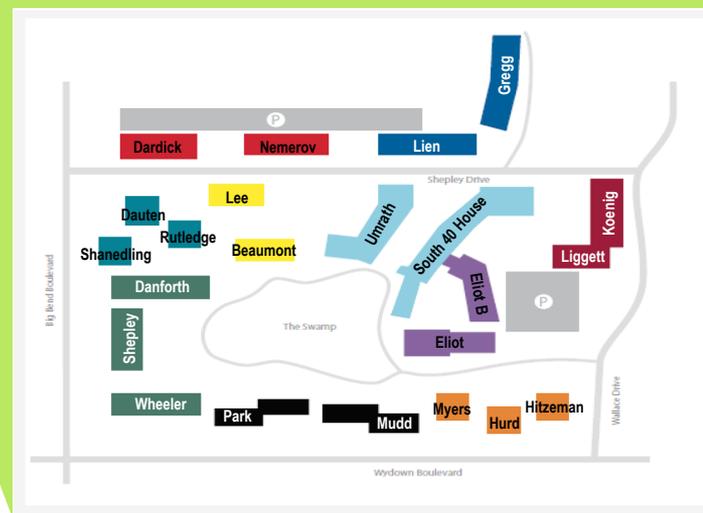
URSA's Late Nite Programming

A student group which provides free alternative substance free programming on the South 40 every weekend with free crafts, and entertainment.



Residential Colleges Explained

All first-year students are required to live in a Residential College, a collegiate residential environment in which faculty play an integral role in the programmatic experience and leadership of the community.



THE SOUTH 40

- Wayman Crow Residential College
- Robert S. Brookings Residential College
- Umrath/South Forty Residential College
- Liggett/Koenig Residential College
- Lee/Beaumont Residential College
- Shanedling, Dauten, and Rutledge (JKL) Residential College
- William Greenleaf Eliot Residential College
- Park/Mudd Residential College
- Hitzeman, Hurd, and Myers (HIG) Residential College
- Thomas H. Eliot Residential College

A map of the Residential Colleges on the South 40 coded by color.

Residential Colleges Explained

According to the Residential College Society, many residential colleges have the following features:

- ◆ Association with academic departments
- ◆ Strong partnerships and collaboration between academic affairs and student affairs
- ◆ Courses hosted in the residential halls
- ◆ Academic experiences (curricular and co-curricular) integrated into the life of the residential college
- ◆ Traditional programming including social events, meals, and informal faculty-student engagement.



Residential Colleges Explained

Each residential college/community at WashU implements the **Residential Education Model (REM)** in addition to Residential College & Community traditions, faculty programming, and First Year Center events.

The REM contains the following four focus areas that can be adjusted according to the needs of the Residential College:

- ◆ Holistic Well-Being
- ◆ Identity Integration
- ◆ Community Responsibility
- ◆ Values Centered Scholarship



*In combination with the REM, residential colleges play an integral part in implementing **High-Impact Educational Practices** which include first year experiences, common intellectual experiences, living learning communities, and diversity/global learning.*



Tools for a Great Semester

Your Resources as a Faculty Associate



Budget

Faculty Associates are provided with the following two forms of monetary support for their community connection:

General Programming Funds

This money can be used for programming with students throughout the semester.

Fall FA Budget \$74

Spring FA Budget \$110

This difference per semester is due to the Fall semester being shorter this year but the total budget of \$184 for the school year has remained the same from last year.

Meal Points

Faculty Associates will have \$37.50 in meal points added to their employee IDs each semester, typically for sharing meals or coffee with residents on campus.



Accessing your General Funds

RCDs oversee the programming budgets for their communities and will keep you up to date on your available programming funds which can be accessed in the following ways:

Do It Yourself

1. Purchase materials (supplies, tickets, etc.) needed for the event using your own money and the WashU **tax exempt letter**.
2. Give the receipts for all purchases to your RCD **within 48 hours** so that you may be reimbursed.

You will also need to provide your employee ID number which can be found on the [wustl HRMS website](#).

Utilize your RCD

Talk to your RCD about making your purchases for you using their Procurement Cards.



Notes on Budget

- ◆ While we are providing Faculty Associates with meal points for sharing coffee or meals with students, **we currently do not support our team connecting over food until the public health situation improves.**
- ◆ **Please reach out for approval if you would like to spend your general funds on food items.** Some pre-packaged, sealed food can be approved for purchase but would require a delivery/pick-up system in accordance with the health and safety guidelines.
- ◆ If you are choosing the reimbursement option for purchases **please make sure to use the university Tax Exempt Letter.** Any tax paid on purchases will not be reimbursed.



Connection Points & Event Planning



The First 6 Weeks

Past Faculty Associates and Fellows have identified the first 6 weeks of the school year as a critical time for FAs to establish a presence within their community.

By attending community Zoom meetings and connecting with your floors early on in the school year Faculty Associates are more easily able to integrate themselves into the community.



Connection Points

This year we anticipate that the all ResLife Faculty Student programming will take place virtually to comply with University COVID-19 guidelines.

That being said, we imagine some Faculty Associates might be interested in establishing an in-person connection point. The [Connection Points Document](#) in the Faculty Associates Resources folder outlines how this can happen.

Please let us know if you plan to connect in this way.



Zoom Zoom ZOOM!

Due to the University restrictions on events this year we are anticipating that most Faculty Associate and community group interaction will take place over Zoom. This can take one of the following forms:

Tapping into Existing Zooms

Your RCD and RAs will be hosting virtual community meetings throughout the year. They will keep you informed about when these are happening and can help you gauge when is the best time to pop in.

Initiating your own Virtual Events

Faculty Associates are also encouraged to initiate their own virtual events and can utilize the community insight of their RCD and RAs to understand what events will work best.



Virtual Event Ideas

- ◆ Movie, Podcast, or Article Discussions or Book Clubs
- ◆ Trivia Nights
- ◆ Online Group games such as
 - ◆ [Broken Picture Phone](#)
 - ◆ [Jack Box Games](#)
 - ◆ [Goose Chase](#)
- ◆ Arts & Crafts Nights
- ◆ Performing Arts Department Virtual Performances
- ◆ Virtual Museum and Aquarium Tours
- ◆ Virtual Magic Shows, Puppet Shows, or Concerts

The Faculty Initiatives Team will be continuously updating a [Virtual Event Idea Document](#) throughout the semester which can be found in the [Faculty Associate Resource Folder!](#)



Event Planning Checklist

When planning a virtual event we advise that you use the following checklist and answer the questions below with your ResCollege team:

- ◆ **When will the event occur?** Is this a time that typically works for students?
- ◆ **How will the event be advertised to students?** An email from the Faculty Member? A message from the RAs via e-mail or the community GroupMe? Printed signs posted by ResLife staff? Will it be included in the upcoming community newsletter?
- ◆ **Will students need to sign up for the event beforehand?** How will student sign ups be gathered and kept track of? Who on your team will oversee this?
- ◆ **Are there materials that the students will need to participate in the event such as art supplies?** Who will purchase these items? How will they be distributed to students?
- ◆ **How will the Zoom link be distributed to students?** Will it be provided in advertisements? At sign up? In the event materials when they are distributed?



What are your interests?

The aim of the Faculty Associate program is not only to help students gain an understanding of academic life at the university but to get to know you as well. If you are having trouble identifying events to put on with your community, **think about what you like to do and how you can involve students.**



Faculty Associate Best Practices

We acknowledge that the Faculty Associate role is on a volunteer basis and that the rigors of academic life may require alternative scheduling needs. However, we have established some guidelines that we believe will help FAs be most successful in the role.

- ◆ Participate in an Introductory Program to the Academic Life of the University within the first six weeks of the school year. (Co-planned with your RCD)
- ◆ Meet with your RCD once a semester.
- ◆ Initiate 1-2 programs with your floor each semester.
- ◆ Be in contact with your RAs each week.
- ◆ Connect with your community at least once a month.



Faculty Associate Resource Folder

This presentation as well as all the documents mentioned or linked can be found in the [Faculty Associate Resource Folder](#) on Box which will be updated throughout the year.



Thank You

to the Faculty Fellows, Faculty Associates, RCDs, RAs, Grad Fellows, WUSAs, and all the ResLife staff who make this program great!

