
ROLES & RESPONSIBILITIES OF RESIDENT FELLOWS

Roles

Resident Fellows are full time Academic or Executive & Professional staff appointed to live in a Hall of Residence. They work very closely with the Hall Master, other members of the Senior Common Room Committee, the Junior Common Room Committee (student leaders), and Hall Administration Office in enhancing the residential life experience of students living in the Halls of Residence. Resident Fellows serve as mentors, advisors, and resource persons to the residents. They also serve as community builders and Care Members in the Halls.

Responsibilities

(1) Administration

Resident Fellows assist the Master on matters pertaining to Hall administration, admission, student welfare and activities. These include:

- (i) Working with Junior Common Room Committee (JCRC) on the Hall Admission process.
- (ii) Overseeing the JCRC during the returning seniors and freshman selection process for a place in the Hall.
- (iii) Overseeing the tender process for Hall procurement.
- (iv) Reviewing the Hall's Standard Operating Procedures (SOPs).
- (v) Overseeing safety, health and environmental issues in the Hall such as fire safety, fire drills and medical concerns.
- (vi) Managing crisis viz:
 - Assisting with crisis cases/incidents such as students in distress, students at risks, disease epidemics, and student conflicts in the Hall.

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- Acting as the Care Member.
 - Managing a reporting system with the JCRC, Block Heads/Floor Leaders to ensure that students in difficulties or medical conditions are rendered assistance and care.

(2) Residential Life

- (i) Promoting an active and enriching residential life in the Halls. Resident Fellows work closely with the Junior Common Room Committee and its sub-committees on programmes and activities that enrich the residential life experience of the students in the Halls.
- (ii) Assisting new students, especially international students, settle into campus life. Resident Fellows closely guide the Freshmen Orientation Committee on orientation programmes that fulfill the objective of welcoming new students to the University and the Halls, and helping them settle into their new environment.
- (iii) Advising student committees on the guidelines, procedures and budget proposal for Hall activities, and ensuring that activities are conducted as approved.
- (iv) Advising and guiding student committees in the organization of residential activities, and ensure their proposed activities have clear purpose, educational value, and be appropriate to the NUS context.
- (v) Ensuring that their activities and publicity materials communicate the objective, value and nature of the activity planned clearly, and all activities or publicity materials must go through the Resident Fellows, including the presentation of publicity materials.
- (vi) Providing appropriate counseling and referrals for academic and personal needs of students.
- (vii) Enforcing and handling of disciplinary matters in the Hall.
- (viii) Inculcation of sound and responsible values among the residents and promoting a greater awareness of the university's vision and mission among the residents.
- (ix) Hosting block teas/suppers and maintaining contacts with residents to establish rapport with the residents.

Terms of Appointment

Resident Fellows are appointed by the Dean of Student Affairs, Office of Student Affairs.

A Resident Fellow is appointed initially for a one-year term. He/she may be renewed for another three 2-year terms (total: 7 years) subject to satisfactory discharge of responsibilities and upon recommendation of the Hall Master.

Barring exceptional circumstances, an advance three-month notice for termination of/resignation from the appointment should be provided.

Expectations of Resident Fellows

The following are expected of Resident Fellows:

- (i) Maintain full time residence in the Hall throughout their term of service, unless on overseas leave, or under extenuating circumstances as approved by the Dean of Students. (Note: Those going on sabbatical or no pay leave, or part-time scheme may be required to relinquish the resident staff role.)
- (i) Ability to work as a team with the Hall Master and JCRC to maintain a high standard of residential life in the Hall.
- (ii) A high level of honesty, integrity and commitment to make a difference to the life of students.
- (iii) Good leadership, role model conduct, and the ability to execute duties and responsibilities in a matured, rational, consistent and fair manner.
- (iv) Discharge their duties and responsibilities fully and up to the end of their term of service (with the exception of extenuating circumstances).
- (v) Initiative to familiarize themselves with the various resources available on campus so as to provide the best support to residents.
- (vi) Prompt response to emergencies and crisis cases in the Hall.
- (vii) Attendance at mandatory residential training workshops, key student activities, management meetings convened by OSA and Hall Master, including disciplinary inquiries (where applicable).

Recognition of Service/Incentives

In recognition of his/her services rendered, a Resident Fellow is provided with a fully furnished and air-conditioned two or three-bedroom apartment in the Hall. The charges for utilities (capped at a predetermined level), meals catered during the university semester and basic telephone services are borne by the Hall.

Pending the Resident Fellow's performance as assessed by the Hall Master and the Dean of Students, an annual performance bonus may be recommended and awarded.

Application for Leave

Resident Fellows are entitled to such leave as provided by the University. Application for leave is through the Resident Fellow's affiliated Faculty or Department, with the condition that Hall Master is informed at least two weeks before the commencement of the leave period for the purpose of planning duty coverage. For longer period of leave (e.g. sabbatical leave), the Resident Fellow is expected to work out the period of leave and duty coverage with Hall Master before embarking on the application.