

# Policy on Allocation of Work Space for Emeriti Faculty & Faculty Fellows

## 1. Purpose

The University community is profoundly enriched by the enduring dedication of our emeriti faculty and faculty fellows.

In recognition of the vital, ongoing connection with emeriti faculty, the University adheres to the principle that, “insofar as possible, the university shall make university facilities available to professors emeriti to assist them in their continuing scholarly activities” (*Faculty Handbook* Bylaws, Article I, Section 2, D). Additionally, we recognize that the contributions of emeriti faculty may include other professional activity, including teaching, mentoring, advising, or service roles, that benefit the institution.

Faculty Fellows are practicing professionals appointed for a given academic term or year. Faculty fellows are appointed to provide service, which may include teaching, to academic programs.

Because physical space is a finite and vital institutional resource, this policy seeks to balance our commitment to our emeriti and faculty fellow colleagues with the evolving needs of the active campus. To that end, the following guidelines establish a clear, equitable, and transparent framework for the allocation and stewardship of office space, ensuring these resources are managed responsibly to support the success of the entire university community.

## 2. Scope

This policy applies to all faculty members who have been formally granted the status of professors emeriti or faculty fellow by the institution. It governs eligibility, allocation, use, review, and reassignment of office space designated for emeriti faculty.

## 3. Guiding Principles

The allocation of office space for emeriti faculty and faculty fellows will be guided by the following principles:

- **Recognition of Contribution:** Emeriti faculty and faculty fellows are valued members of the academic community whose ongoing engagement benefits students, their academic units, the institution, and their disciplines.

- **Stewardship of Resources:** University work space is finite and must be used efficiently and in alignment with institutional priorities.
- **Equity and Transparency:** Decisions will be made using consistent criteria and communicated clearly.
- **Flexibility:** Arrangements may evolve over time as institutional needs and individual circumstances change.

## 4. Eligibility

Emeriti faculty may be eligible for university work space if they:

- Have been formally recognized as emeriti.
- Maintain an active research and professional activity, teaching, mentoring, advising, or service role that benefits the institution, as described in a formal request for office space (see 7 below).
- Comply with all institutional policies, including those related to safety, technology use, and professional conduct. Depending on the scope of their activities, emeriti faculty will likely be required to complete mandatory employee training.

Emeriti status alone does not guarantee the assignment of an office.

Faculty fellows may be eligible for university work space if they:

- Have been formally recognized as a faculty fellow.
- Maintain an active research and professional activity, teaching, mentoring, advising, or service role that benefits the institution, as described in a formal request for office space (see 7 below).
- Comply with all institutional policies, including those related to safety, technology use, and professional conduct. Depending on the scope of their activities, faculty fellows will likely be required to complete mandatory employee training.

## 5. Types of Work Space

Depending on availability and demonstrated need, the following types of work space may be assigned:

- **Hoteling or Reservable Offices:** Offices available for periodic or short-term use.
- **Shared Offices:** Multi-user offices designated for emeriti faculty, faculty fellows, and/or visiting faculty.
- **Dedicated Offices:** Private offices, assigned only in exceptional cases where ongoing, regular presence and documented need are demonstrated.
- **Non-Office Alternatives:** Access to shared workrooms or other academic building spaces may be provided in lieu of an office.

## 6. Allocation Criteria

Work space decisions will be based on one or more of the following factors:

- Level and nature of ongoing engagement (e.g., active research and professional activity, teaching, mentoring, advising or other service roles that benefit the university), as articulated in formal request.
- Frequency and regularity of on-campus presence.
- Space availability within the academic unit, college, or university.
- Alignment with academic unit and institutional priorities.
- Availability of alternative workspaces.

Length of prior service, while respected, will not be the sole determining factor.

## 7. Application and Approval Process

- Emeriti faculty and faculty fellows seeking university work space must submit a request (via [Google form](#)) outlining their proposed use of the space. Questions address:
  - How the work space will be used (description of research or professional activity, teaching, mentoring, advising, or service role benefitting the institution that requires office space);
  - The intended schedule and frequency of use (e.g., daily, weekly, or monthly and for how many hours each time, in general);
  - A rank-ordered preference for type of work space (see 5 above) and campus location, with rationale for these preferences; and
  - Whether your highest priority is for a particular *type* of work space or a particular campus *location*.
- To assist with university-wide planning, requests should be submitted by May 1.
- Recommendations from College deans will be reviewed by the Executive Space Planning Committee.
- Final approval rests with the Executive Space Planning Committee, subject to institutional space policies and needs.

## 8. Duration

- Work space assignments to emeriti faculty and faculty fellows are time-limited, typically for a period of one academic year.
- Continued use is subject to annual review based on actual use, ongoing engagement, and university space needs.
- Assignments may be modified, relocated, or discontinued with reasonable notice.

## **9. Reporting and other Responsibilities of Emeriti Faculty & Faculty Fellows**

Emeriti faculty and faculty fellows granted university work space are expected to:

- Submit a brief written report (no more than one page) to the college dean by May 1 that includes:
  - A summary of activities/accomplishments related to the project(s) described in the work space request;
  - An indication of the frequency with which the work space was utilized (e.g., daily, weekly, or monthly and for how many hours each time, in general).
  - If relevant, an application for continued work space (see 7 above).
- Use the space for academic or institutional purposes only.
- Comply with all institutional policies and procedures.
- Maintain the space in good condition.
- Vacate the space promptly upon expiration of work space term or institutional need to reassign the space.

## **10. Reassignment and Revocation**

The institution reserves the right to reassign or revoke work space assigned to emeriti faculty and faculty fellows:

- To meet pressing instructional, research, or operational needs.
- If the space is underutilized.
- If policy requirements are not met.

Reasonable notice will be provided whenever possible.