

EMERITUS OFFICE SPACE POLICY

Date Amended: July 2016

The College recognizes the ongoing contributions that emeritus faculty provide to the intellectual life and activities of the College and its Departments. To facilitate active emeriti in their pursuit of such ongoing, valuable contributions, the College will provide emeritus faculty with shared, semi-private office space, based on availability, currently located in Flanner Hall. Retired faculty with emeritus status with a pre-retirement rank of endowed professor, full professor, associate professor, special professional specialist, or associate special professional specialist are eligible. Because of the limited pool of available offices, allocations of emeritus faculty offices will be determined by a committee comprised of the members and chair of the Faculty Affairs sub-committee of the College Council and two emeritus representatives elected to the Faculty Senate. This committee will meet to consider applications and allocate office space each spring, before March 31.

By February 15 each year, emeritus faculty or retiring faculty who wish to have an emeritus office in the upcoming year must make a formal request. [The request form](#) should be submitted to the Dean's Office and should include a description of the faculty member's teaching, research, and service activities and need for an office. The request process will be facilitated by the College academic space team, who will solicit additional comments from relevant department chairs, but all final determinations will be made by the Faculty Affairs committee (with the addition of emeritus representatives from Faculty Senate) as noted above.

After April 1, the College's Academic Space Program Manager will contact all faculty who have been allocated emeritus office space to confirm office selection for the upcoming year, and will notify those no longer eligible of move-out time frames and assistance.

Home option – upon request, retired faculty members will be provided assistance to relocate from a campus office to a local home address. The College's Academic Space Program Manager will coordinate these moves. All local move requests will be honored.