

Guidelines and Principles Assignment for Office/Lab Space for Emeritus Faculty

September 23, 2024

Detailed below are the guiding principles and the administrative process regarding the allocation and assignment of facilities to emeritus faculty in the college. This process aims to manage resources in the college in support of our core missions of teaching, research, and service. These principles and process are consistent with the university guidelines detailed in the Office of Academic Affairs Faculty Appointments Policy.

The OAA Faculty Appointments Policy on emeritus faculty states: *The provision of office space, secretarial support, office supplies, and computer use is strictly at the discretion of each unit.* Accordingly, in the College there is no provision or assumption that emeritus faculty have rights to office space.

When a department or school recommends a retiring faculty member for emeritus status, the college will assume that the faculty member will vacate current office/lab space upon retirement. If there are circumstances that warrant the continued occupation of such space, then the department chair/school director should ask for college approval of an appropriate space allocation for a one-year, renewable term.

Chairs and directors should base decisions about the assignment of space on such factors as the emeritus faculty member's projected activity including engagement in teaching; ongoing research projects that require continued use of facilities, or academic advising, including thesis and dissertation advising. The college expects that the unit will provide space from its current allocation rather than request additional space.

Chairs and directors should complete the attached form to request college approval of a space allocation upon its initial assignment and for each one-year renewal interval.

Final determination regarding faculty emeritus office and lab placement rests with the college, through a process of consultation and review with the unit chair/director.

