

### **College of Forestry Policy Governing Space Assignment for Emeritus Faculty**

This Administrative Memo articulates the policy, process, and criteria to be used in determining the office, storage and lab space that may be assigned to College Emeritus faculty upon their retirement. This policy applies to faculty granted emeritus status upon recommendation of the Dean of the College.

The goal of this policy is to foster continuing involvement and contributions by Emeritus faculty in the mission of the College by providing suitable space consistent with nature and level of activity.

#### **Policy Statement**

*Upon retirement, Emeritus faculty members relinquish the continuing right to space occupied while an employed faculty member. Assignment of post retirement space is at the discretion of the Department Head or Dean and will be based on level of continued engagement in the College and space availability.*

*When desirable continued activity consistent with the mission of the CoF is anticipated, a plan for use of facilities and equipment (including storage space) must be proposed by the Emeritus faculty member and the request approved by the retiree's Department Head or the Dean.*

*Assignments will be made for a specified interval of time up - to one year - and can be renewed, provided suitable space is available to accommodate such needs. A review of space usage and plans for future engagement will be conducted annually by the Department Head. Unutilized or under-utilized space allocations will be revoked for reallocation.*

The primary criteria to be considered in determining assignment of space to Emeritus faculty include:

- Level of expected or demonstrated involvement (e.g., ongoing/transient occupancy; compensated/voluntary status, etc.)
- Nature and extent of any formal appointment (e.g., 1039-hr or voluntary; FTE level; duration, etc.)
- Nature of activity involved (e.g., teaching, advising, research and grant administration, scholarship, outreach/extension; fund raising and development; special assignment, etc.)
- Scope and significance of the activity involved (e.g., programmatic leadership; academic administration; international liaison; professional service, etc.)
- Other considerations deemed important by the Department Head or Dean.