

## **CIVIL AND ENVIRONMENTAL ENGINEERING DEPARTMENT**

### **EMERITUS FACULTY RESOURCE ALLOCATION POLICY — SPACE GUIDELINES**

These guidelines were originally developed by the CEE Committee on Emeritus Faculty Resource Allocation in 2008-2009, and formally adopted by the department at a CEE Faculty Meeting on 21 May 2009 [Committee members: Profs. Goodchild, Lowes, Lundquist, Stanton (Chair).]

Committee Formation and Charge The Committee was formed in the Spring of 2008 by then Chair Tim Larson, and was charged with formulating a policy for allocation of resources, and particularly office space, among emeritus faculty. This document summarizes the findings of the committee and the resulting recommended policies.

These guidelines were reviewed and subsequently updated by the Departmental Affairs Committee in April 2015.

#### **1. Background**

Emeritus faculty are valuable members of the department and the department should seek to provide them with the resources they need to continue their educational, research and service activities in their retirement. Office space is likely the most contentious of these resources, but laboratory space should also be considered. Given the expected increase in demand and reduction in supply of office space for emeritus faculty, it is appropriate that office space be allocated in a rational manner to meet the needs of emeritus faculty members. Office space is required primarily for private meetings and for phone calls with students and associates. Secondly it is desirable as a quiet work area, and thirdly it provides a convenient and secure area in which to store books and research materials. In allocating office and other resources to emeritus faculty, the department must seek to meet these prioritized needs. The following recommendations are intended to ensure that the department does its utmost to see that emeritus faculty members have access to the resources they need to continue contributing to the department and profession.

#### **2. Recommendations for Transition to Emeritus Status**

Meet emeritus faculty needs for basic resources and make the transition to emeritus status as easy as possible. The Department should take active steps to ensure that a UW email address and listing in the UW directory are maintained, the emeritus professor's contact information is listed on department websites, email remains on department distribution lists, and access is provided to departmental resources such as copiers, conference rooms and the web-based resource scheduler.

### **3. Recommendations for Evaluation of Available Office Space**

The total space allocated to offices for regular faculty, graduate student, emeritus faculty, outside instructors, visiting scholars and scientists and others should be re-evaluated annually. The evaluation should be conducted by a committee set up by the Chair, and should be complete by the start of the Spring Quarter of each year.

The total amount of space, and the balance among the various parties, may change from year to year. For example, the need for outside instructors is likely to depend on sabbatical leaves, and so to be different each year.

### **4. Criteria for Allocating Office Space**

Competing needs for office space among emeritus faculty should be weighed according to need. While every year and every case will have special conditions associated with it, the following list provides a starting set of criteria for office space allocation.

#### *Highest priority:*

- Teaching a class.
- Serving as a PI, co-PI, or core personnel on a funded research project.
- Chairing a Graduate Student Committee.

#### *Second priority*

- Engagement on a research project.
- Serving as a Graduate Student Committee member.

### *Third Priority*

- Departmental Service.
- Professional service.

It should be noted that some of these activities are likely to need different types or sizes of office space. For example, teaching a class requires holding office hours, which are likely to be attended by several students, with a need for more space than would be needed for some other activities. Furthermore, emeritus faculty requests for neighboring offices should be honored to the extent possible, in the interests of collegiality and the exchange of scholarly ideas.

### **5. Process for Allocating Office Space**

- At the start of the Spring Quarter, emeritus faculty seeking space for the next academic year should submit a written request to the Chair for such space. If special conditions are associated with the request, they should be included with it.
- During the Spring Quarter, a committee should prepare recommendations to the Chair for allocation of the available space among the requesting faculty, based on the criteria in paragraph 4, above.
- By the end of the Spring Quarter, the Chair should inform emeritus faculty of the space to be made available to each individual who has made a request.
- Emeritus faculty who are vacating space should have one quarter (typically the summer quarter) to move their materials.

The one quarter lead time to vacate space is particularly applicable to a faculty member who has just become emeritus, and may be vacating an office in which he or she has accumulated materials over an entire career. While every effort should be made not to require that emeritus faculty move on an annual basis, they should appreciate that the competing needs and the space available may make this unavoidable.

## **6. Laboratory Space**

Requests for access to laboratory space should be directed to the Chair. If the Chair grants access, the detailed arrangements for use of the laboratory should be discussed and agreed with the Director of the Laboratory in question. Faculty members making the transition from regular employment to emeritus status should expect to vacate laboratory space within one quarter of being granted emeritus status unless they maintain an active research program.

## **7. Notes**

The Department should review existing office space and consider ways to remodel existing office space to provide better utilization for emeritus faculty. It is possible that some space could be designated for common use by several emeritus faculty. This might serve as space in which to meet with students from classes, and thereby obviate the need for several large offices in the event that several emeritus faculty teach in one quarter. The possibility of having to move offices every year is somewhat inefficient, but can be alleviated by having departmental personnel help with the move. It also discourages storage of extensive materials in the office. While such ascetic behavior may lead to less onerous moving it may discourage emeritus faculty from coming to the building, which is the opposite of what is intended.