**Emeritus Faculty Space Policy February 2019**

Emeritus professors hold a unique place in the department, embodying the past and carrying important institutional memory. Emeriti also often continue activities after retirement that justify space allocation, including: allowing graduate student advisees to complete degrees, providing revenue to the department via ICR or IUs, bringing prestige through advancing research and national and international activities, and engaging in significant extension or outreach activities. As we move into a climate in which departments are charged for space utilization; however, it is prudent to set a policy for space and resource allocation to emeriti.

Space will be allocated annually to emeriti faculty at the discretion of the Department Head, who may choose to obtain input from an ad hoc committee as needed to prioritize space requests. A faculty member wanting space after retirement must submit a request for space when requesting emeritus status. This request should detail:

* The amount and type of space (e.g., office or laboratory)
* Any specialized equipment or resources to which access is needed
* A timeline for phasing out use of the space
* Funding currently available and expected in the future
* Justification of how his/her use of the space will provide a net benefit to the department

Emeriti using space will provide annually a one-page report listing activities, outcomes, and contributions that justify continued use of the space, as well as changes or proposed extension to the phase-out timeline. The phase-out timeline should include provisions for addressing supervisory transitions of personnel, if relevant. Those Emeriti required to fill out RNUA (Report of Non-University Activities) documentation will do so in a timely fashion.

Although exceptions may be granted, emeriti typically will be expected to phase out laboratory space within no more than three years after retirement. Current department policy requires that an emeritus professor submitting a grant proposal must hold a 0% appointment, and they may not pay themselves with gift funding. Grants that do not generate ICR, or that compete with activities of active faculty, will not justify space allocation.

A guiding principle for this policy is that emeriti faculty should not hinder the success of junior faculty by competing for space or resources. Support of active faculty will be given priority over emeriti faculty.