

[MEMO TO H&S CHAIRS AND PROGRAM DIRECTORS]

Dear colleagues,

As you know, Stanford functions within the physical growth constraints of the General Use Permit (GUP) negotiated with Santa Clara County. Even as we hope to expand our faculty, support more graduate students, and launch new programs, we face serious limitations in the amount of space that can be added on campus.

In light of this challenge, the Provost has directed the schools to pay close attention to the University's Space Guidelines (cpm.stanford.edu/DCP_Art/SpaceGuidelines.pdf), and has authorized them to develop their own, more specific policies to ensure the allocation of space consistent with school priorities and needs (see Faculty Handbook 2.6.G2 and 5.II.G).

The assignment of office space to emeritus faculty is a critical policy issue. As faculty retire and new faculty are hired, we must create space for our new colleagues while at the same time providing opportunities for emeritus faculty to retain a vibrant role in department and university life.

H&S's policy on emeritus faculty office space establishes expectations based on the faculty member's status as a "recalled" member of the faculty:

- *Emeritus faculty participating in the H&S Phased-In Retirement Program* – During the three-year period of recall, emeritus faculty are generally assigned a private office and/or laboratory space as appropriate and as space is available.
- *Emeritus faculty recalled under other programs and/or terms* – Recalled faculty outside of the H&S Phased-In Retirement Program are generally assigned a shared office space. Depending on availability of appropriate space, accommodations may range from double occupancy offices to a shared workstation environment designed to support a community of emeritus faculty in the same or related disciplines. Private office space will only rarely be assigned.
- *Emeritus faculty not on recall* – Provided space is available, departments may assign non-recalled faculty to a shared office or offer access to an appropriate shared workstation environment. Once again, private office space will only rarely be assigned.

Upon making the decision to retire, faculty should discuss a space plan with their department chair based on the expectations described above. This plan should be confirmed in writing by the chair at the time of retirement. Whenever emeritus faculty on recall complete their recall service – whether as part of the Phased-In Retirement

Program or not – the space plan should be updated to reflect the change in status. In order to maintain necessary flexibility, such plans are also subject to modification based on other changes in circumstance (including departmental needs, at the discretion of the department chair).

We understand that an important factor for many retiring faculty is the disposition of their books and other research materials. The Dean's Office is committed to working with departments and faculty to address these issues by relocating materials to people's homes, by working with the Libraries, and by other reasonable means. We are also willing to collaborate with departments to help create or reconfigure spaces to support emeritus faculty members' needs.

Thank you for your understanding as we work to balance the need to accommodate new faculty and graduate students with the need to keep emeritus faculty engaged in the intellectual community of the University.