

Faculty Emeritus Research Space Allocation SOP

Introduction

The campus recognizes the significant value and contributions of emeritus professors to the life of East Carolina University, and intends to support emeritus professors in their ongoing scholarly and professional activity. However, increased enrollment and concomitant addition of faculty positions exert intense pressure on campus space, and the ability to assign space to emeritus faculty is dependent on unit and institutional priorities.

The highest priorities for space in academic departments must be for regular faculty, visiting professors, post-doctoral fellows, graduate students, and undergraduate students. Of necessity, the assignment of space to emeritus professors is discretionary, and it should not adversely affect the quantity or quality of space provided for these high priority needs.

Deans and department chairs are responsible for the equitable distribution and optimal use of space for academic programs. They must evaluate space assignments to emeritus professors in comparison with alternative uses and determine priorities within available resources. All assignments of space to emeritus professors should be evaluated annually. Campus-wide space assignment committees and officers will similarly evaluate such assignments when considering reassignments among units.

Guidelines

As a campus standard, emeritus faculty may occupy research space on campus when they are actively engaged in substantial ongoing work that serves the university. Eligible work that could justify the need for research space is as follows:

a. Teaching

The emeritus professor to conducts studies or experiments with students as part of undergraduate or graduate courses, or supervision of fellows.

b. Research

Research primarily conducted with ECU students or fellows that involves regular studies or experiments leading to scholarly publications and/or external funding.

The assignment of a private office to an emeritus professor should be considered an exception to policy and should be based on a level of activity comparable to that of a full-time faculty member. Such an office should not exceed the size of a typical faculty office in the department.

It is expected that an emeritus professor could be offered continued use of his or her research space for up to one year after retirement in order that ongoing studies can be completed.. Thereafter, emeritus professors desiring research space should expect to move to a shared space.

To implement the policy in an equitable manner, it is recommended that departments formulate their own internal process based on broad participation with ladder faculty and active emeritus faculty. In cases of disagreement, or if otherwise advisable, the dean may appoint a faculty committee to review the professor's request.

Given the fact that there are many needs for research space, the needs of regular faculty must be addressed prior to those of emeritus faculty. Emeritus faculty should only have research space if they are actively involved in post-retirement projects and/or servicing in a role that directly benefits the university. It must be noted that space for emeritus faculty may not be consistently available across departments and colleges and therefore there is no guarantee that an emeritus faculty member will have his/her own space or a space in the immediate area of the department from which he/she retired.

Procedures

1. The emeritus faculty member requests his/her space needs relative and specific to University activities directly to his/her Department Head or direct supervisor. The department head/supervisor identifies departmentally controlled space appropriate to the needs of the emeritus faculty member and assigns the space.
2. If space cannot be found in the department/unit, a request shall be made directly to the respective Dean or next level administrator. Again, the Dean/administrator is encouraged to identify and assign space under his/her control.

For emeritus staff at the Dean or higher level, these requests will be determined by Academic Council.

3. Should no space be available at either the department or College levels, a request shall be made in writing by the department head or Dean to the University Space Committee who will be responsible for reviewing university - level requests.
4. The University Space Committee will consider all emeriti space requests once per year. Attempts will be made, when possible, to locate the individual near his/her department. Requests must be forwarded to the Chair of the University Space Committee no later than March 1 of each year.
5. Department Head/Dean will be notified through the University Space Committee of the space assignment. This notice will include language that this space will be part of an ongoing review of space, and will also state that the assigned space is temporary only for the duration of the emeritus faculty member's duties on campus.
6. University level research space assignments for emeriti will be evaluated annually.
7. Emeritus faculty conducting research at East Carolina University are required to remain compliant with all federal, state, and institutional regulations to include remaining current in all required training and certifications.