Office / Laboratory / Studio Space for Retired Faculty and Librarians

In 1989, the Bloomington Faculty Council approved a policy for the allotment of scarce office, laboratory, and studio space to retired faculty and librarians. This policy requires action on the part of chairs and of retirees (both those who currently have a space and wish to retain it and those who desire to have it). A space application form and instructions are attached. (The full text of the BFC action is contained in the Bloomington Academic Guide, section A-5 at: http://www.iub.edu/~deanfac/acadguid/a.html#aret4).

Application and re-application forms should be filed by Friday, June 6, 2008.

The policy directs chairs to consult with prospective retirees about their plans for academic activity and their needs for office, laboratory, or studio space. Chairs should also make current retirees aware of the provisions of the policy. All retirees who wish to retain work space on campus or who wish to apply to do so, are required to file an application form with the Space Management Office (please see enclosed) and to submit annual reports on their academic activities to the Dean of the Faculties (special report forms are mailed to all retirees each Fall). The intent of the Faculty Council policy is, of course, to give priority in the allotment of offices, laboratories, and studios to retirees who will use them the most, since there are not enough work spaces on campus for such space to be given to every retiree who makes a request. We know that many chairs provide space that is shared by all retirees in a department and this has proved to be a helpful approach to the space problem.

Please acquaint your retired colleagues with the policy. Please assure them that our office will work with them to try to meet their professional needs as best as possible.
APPLICATION FOR OFFICE, LABORATORY, OR STUDIO SPACE
FOR RETIRED FACULTY and LIBRARIANS

INFORMATION

Please be aware that while the campus currently has a number of work spaces that are available for the use of retired faculty and librarians, it has a larger number of retired faculty and librarians who are academically active and desire a work space on campus. Therefore, it is not possible to provide every active retiree with work space.

In accordance with the policy of the Bloomington Faculty Council (approved 2/21/89), retired faculty and librarians and prospective retirees may apply for a work space if they (a) plan to continue or resume full-time academic work on campus or (b) plan to be active, but less than fully active, in academic work on campus. Academic work refers to research (or creative activity) and/or teaching. Fully active retirees qualify for a private space if one is available; less than fully active retirees ordinarily qualify for a shared space if one is available.

A chair should consult with prospective retirees in order to determine if they intend to continue academic work on campus. If so, the Chair should refer them to the BFC policy on space for retired faculty members (see the Bloomington Academic Guide: Document A-VIII at: http://www.iub.edu/~deanfac/acadguid/a.html#rprr24) and provide a copy of this application form, which the retirees should submit to their chair. The chair should provide space for the retirees if possible, complete the application form in any case, and forward it to the Space Management Office, Bryan Hall 008, by Friday, June 6, 2008. If the chair is unable to provide a workspace for a retiree, the retiree’s name goes on a waiting list while the Dean of the Faculties and the Director of the Space Management Office try to arrange for a space.

For their part, retirees who have a work space are required to report annually on their academic activities in the Survey of Retired Faculty and Librarians (the Dean of the Faculties Office sends this form to all retirees every year during the Fall semester) and to reapply to the Space Management Office for space by June 1 of every second year. Applicants (both those with work spaces and those without) will be notified of assignments by August 1. A retiree ceases to qualify for his/her space if (a) he/she does not use it as planned, (b) does not use it for a continuous period of four months during the academic year, (c) does not submit an annual report, or (d) does not reapply. Retirees who do not use their space as planned are requested to notify the Space Management Office as soon as possible in order that the space can be reassigned.
Office Space Application Form for Retired Faculty and Librarians

1. ______________________________________  2. ______________________________________
   Name                                      Department

3. ______________________________________  4. ______________________________________
   Title                                     Date of Retirement

5. ______________________________________
   Mailing Address

6. I wish to apply for: office____ laboratory____ studio space____
   I have a workspace at present: yes____ no____
   If yes, please state building and room number:

   ______________________________________
   Building                                 Room number

   The space is: private____ shared____

   Please explain any special needs or preferences such as proximity to your departmental office, keeping in mind that the shortage of work space ordinarily permits little flexibility.

7. Please state whether you intend to continue (or resume) full-time academic work or whether you plan to be less than fully active in research, creative activity, and/or teaching.

   ______________________________________
   Applicant’s Signature                     Date

Office, laboratory, or studio space assigned to this department: is____ is not____
available for use by the applicant.

   ______________________________________
   Department Chair’s Signature             Date

This application form is to be sent to: Space Management Office, Bryan Hall 008.