

**Oregon State University  
Chemistry Department  
Emeritus Faculty Guidelines – Adopted 11.12.12**

The Department respects and honors the generous contributions that our emeritus faculty have made and continue to make to the success of our program. This Departmental document sets a framework for balancing the needs of emeritus faculty with the reality of the space and financial constraints for current University employees and students. It supplements the University guidelines that provide a framework for the assignment of space for our Emeritus faculty (included at the end of this document).

- Under normal circumstances, a faculty member who becomes emeritus is allowed to maintain their existing laboratory space allocation for 365 days after their conversion to emeritus status. After 365 days, the laboratory space assignment to the faculty member automatically reverts to the Department. Any further assignment of laboratory space to emeritus faculty will be made on a need-based request and agreed upon for a period not to exceed two years or the end date of a federal grant (whichever is longer). A memorandum of understanding should be signed by both parties (emeritus faculty member and Department Chair) that documents the space arrangement.
  
- Under normal circumstances, a faculty member that becomes emeritus is allowed to maintain their existing office space allocation for 365 days after their conversion to emeritus status. After 365 days, the Department will make a good faith effort to provide office space for emeritus faculty wishing to continue writing, correspondence or other office-related tasks. Office space will be assigned based on the faculty member's activity and needs. The office space assigned may include shared space with additional emeritus faculty. Efforts will be made to minimize relocation of emeritus faculty offices; however, the needs of existing tenure track and instruction faculty must supersede emeritus faculty needs. In situations where an emeritus faculty member needs to be relocated or when office space can no longer be provided, the emeritus faculty member will be given 90 days notice to vacate an existing office.
  
- At the time a faculty member becomes emeritus, he/she is prohibited from serving as the sole thesis advisor for any new graduate students without written approval from the Department Chair.
  
- Upon ratification, all Departmental emeritus faculty will be notified about the updated guidelines and their immediate implementation.

GUIDELINES FOR ASSIGNMENT OF OFFICE AND LABORATORY SPACE FOR FACULTY AND  
STAFF NOT FUNDED FROM THE OSU STATE FUNDS, INCLUDING EMERITUS, VISITING,  
AND COURTESY FACULTY AND STAFF

April 2008

Emeritus, visiting, and courtesy faculty provide valuable contributions to the teaching, scholarship, service, and outreach missions of OSU. Thus, it is in the University's and a unit's interest to provide opportunities for all faculty to contribute toward the unit and its mission. However, because of limitations in available space, not all requests for assignment of office and/or laboratory space can be granted, and those requests that are approved may involve sharing space and equipment. Assignment of space has monetary consequences for a unit and the University. Providing space carries significant costs, both in terms of services associated with access and in terms of potential alternate uses. This document delineates guidelines for cases when office, laboratory, and/or storage space are assigned to faculty and staff who do not receive OSU state-funded salary. The intent is to be an aid to unit supervisors' decision making process.

1. Space belongs to the University, not to the occupant, unit, or college, and is to be assigned in the best interests of the university. Unit supervisors have primary responsibility for space management and assignments, as they are expected to have a clearer understanding of the most efficient use of allocated space.

2. The unit supervisor shall periodically review space assignments for courtesy, emeritus, and visiting faculty and staff and, if necessary, reassign space to optimize performance of unit teaching, scholarship, service, and outreach missions. This will include an assessment of expected contributions of the faculty or staff member during the following year or period covered by an MOU or letter of appointment, and an assessment of the costs/benefits to current students, faculty, and the unit as a whole. The unit leader may request written proposals from courtesy, emeritus, and visiting faculty to aid in this review and shall consult a relevant advisory committee, when available.

3. Not all meritorious requests can be guaranteed space. Appeals of decisions are to be directed to the administrator to whom the unit supervisor reports.

4. Successful requests for assignment of dedicated space should demonstrate clear benefits to the unit. Examples of departmental contributions that may warrant assignment of space include:

- Instruction of at least one regularly scheduled course, as assigned by the unit administrator;
- Being a principal investigator or substantive co-investigator on a research grant(s) that provides financial support to the department in an amount at least roughly equivalent to NIH Indirect Cost Guidelines (currently \$78/sq ft./year at OSU);
- Service on a significant standing departmental committee at the request of the chair. This service should be roughly equivalent in time commitment to teaching a course.
- Formal advising and mentoring of graduate students.

- Supervision of undergraduate research.
  - Service to the profession (significant journal or book editorial responsibilities, service on grant peer review committees, service as an officer in a professional society, etc). Such duties enhance the prestige of OSU and should be considered a contribution to the mission of the unit and/or university.
6. Faculty must make arrangements for the continuing management of their research and teaching collections, as well as equipment, at the time of their retirement. These arrangements should transfer management of the collections to the unit, college or university, as appropriate, and should be made in consultation with the Research Office.

Approved by the University Space Committee, April 30, 2008

Approved by the Provost & Executive Vice President and Vice President for Finance and Administration, May 4, 2008