

## POLICY 2.24 – Space Allocation to Retirees

**Policy Category:** Financial  
**Effective Date:** January 24, 2002  
**Supersedes:** (NEW)

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### **POLICY**

- 1.00 This policy is intended to ensure the effective management of space for retirees of the academic staff, maximizing the likelihood that space will continue to be available to those who are making important contributions to teaching and research at the University while recognizing that space is a limited resource which must be allocated relative to the overall operational needs of the Faculties and the University.

### **PROCEDURE**

- 2.00 At the time of retirement, a request for space must be made in writing to the Dean (through the Department Chair, where appropriate).
- 2.01 The retiree must hold a Casual Academic Appointment in order to be eligible for allocation of space.
- 2.02 Notwithstanding 3.02, the assignment of space to a retiree will be made at the sole discretion of the Dean, for a specific term, under conditions set by the Dean that reflect the operational requirements of the unit.
- 3.00 All space allocations to retirees must be reviewed annually with the Provost as part of each Dean's budget planning process. The review will take into consideration:
- (a) the operational needs of the Faculty and the University; and  
(b) the continuing contributions of the individual retiree to teaching and/or research.
- 3.01 The space available for allocation is that within the control of the Dean; no additional space will be allocated to a Dean for use by retirees.
- 3.02 All recommendations for space allocations to retirees must be submitted to the Provost for approval as part of each Dean's annual budget planning process.
- 3.03 Space allocations to retirees will be for a specified period of time not to exceed one year (12 months), but may be renewed at the discretion of the Dean and the Provost in consideration of 3.00 above.
- 4.00 The policies and practices of the Office of the Vice-President (Research) will take into account this policy on space allocation to retirees, ensuring in particular that adequate space is available for the support of research activities before endorsing research proposals.