

The Pennsylvania State University
Department of Geography
MEMO

To: John Dutton, Dean, Earth & Mineral Sciences
From: Roger M. Downs, Head *Roger*
Date: June 25, 1997
Re: EMS Policy on Space for Retired Faculty Members

The College of Earth and Mineral Sciences recognizes and appreciates the contributions of all members of the College--faculty and staff--upon their retirement.

In the case of faculty members, the transition from full-time employment status to that of retirement can be formally marked by the granting of Emeritus Rank under Policy HR25. Emeritus rank is granted in recognition of meritorious service to the University, subject to the person meeting a series of eligibility criteria. Among the most important privileges of Emeritus Rank is that of vehicle registration for parking on campus. That privilege is significant because many retired faculty members wish to maintain a formal association with their Departments, the College, and the University.

There are no formal PSU policies for such post-retirement associations and therefore, over the years, a series of case-by-case, department-by-department procedures have been developed. While the intent of such procedures is clear, they have led to confusion and uncertainty because different departments have adopted different policies. Of greater concern, within a department, different procedures have been followed at different times. Not only is there a need for a clear and fair statement of policy that can be applied College-wide but there is a concern that as space and resources become increasingly scarce, the College and Departments must have the flexibility to meet changing needs for space and resources.

Therefore, the College of Earth & Mineral Sciences will adopt the following policy statement:

If a faculty member has notified the University of his or her intention to retire and if that person wishes to maintain a formal relationship with the University, then prior to the formal date of retirement, the Department Head will consult with that faculty member to reach a written agreement on access to space and resources:

1. Space and resources may be made available at the discretion of the Department Head if the retired faculty member intends to maintain an active and significant contribution to the research, teaching, and/or service functions of the University.
2. Access to space and resources is a privilege, not a right, and is subject to two conditions:
(a) availability and (b) in the late Spring of each year, a formal, annual review at which the retired faculty member's contributions during the past year and plans for work in the next

year will be discussed. On the basis of this review, a written agreement will be in effect for the subsequent year only. Renewal is subject to: (a) annual review, (b) the discretion of the Department Head and (c) the availability of resources.

3. Given the pressure on space, there should be no expectation that on retirement, the faculty member retains those spaces that were assigned to him or her as part of prior full-time responsibilities. In the case of retired faculty members who have significant laboratory space and equipment, the Department Head must reach an explicit agreement on the disposition and use of that space and equipment. Spaces may be either shared or communal in the sense that assigned work spaces are not possible.
4. Access to office support (secretarial assistance, office supplies, long-distance telephone access, etc.) may be provided at the discretion of the Department Head if resources permit and if such support is essential to the research, teaching, and/or service functions of the Department.