

**Department of History**  
**Policy on Office Space for Retired Faculty**

History faces a shortage of office space in the foreseeable future, resulting from the fact that we anticipate a number of faculty retirements and hope to make at least as many new hires to replace those colleagues. We will therefore need a policy for managing office space for many of the same reasons that are outlined in the attached CAS guidelines on availability of office space to retired faculty. If we are to be able to provide adequate space to incoming faculty, we need guidelines for decisions about providing office space to those who retire. At the same time, we would strongly prefer--to the greatest extent possible--to accommodate retired faculty who continue to make contributions in research, service, and teaching, particularly in the context of the 600-hours program.

Since the particular circumstances are difficult to predict, our policy should both provide clear guidelines and permit us to respond flexibly. Department heads will make decisions based on the following principles:

1. Newly hired faculty will receive priority for offices.
2. Department heads will make every effort to make the best possible arrangement for retired faculty, in the following order from most to least desirable:
  - i. remain in current office;
  - ii. move to a smaller office;
  - iii. share space in an office of equal or smaller size.

(Note: History has three types of office: several large offices, with exterior windows; smaller, "standard" offices, also with exterior windows; and yet smaller, "interior" offices without windows.)

3. Arrangements made with faculty members who have retired in a prior year may have to be revised if, in a later year, a combination of subsequent retirements and new hires creates increased demands on space. The department recognizes the hardship caused by having to move to another office. It will try to avoid asking retired faculty to move more than once. However, we ask everyone to recognize that an unforeseen shortage of space may make this necessary.

22 April 2008

Advisory Committee: Jeff Hanes, Julie Hessler, Jeff Ostler

Department Head: John McCole