

POLICY MEMORANDUM

No. III-62

Space Allocation for Emeritus Professors

Emeritus professors make valuable contributions to S&T's research, service, and education missions. However, increasing enrollment, rising research expenditures, and the high costs of maintaining aging facilities necessitate more efficient space utilization. This policy establishes clear criteria for allocating office and laboratory space to emeritus professors, ensuring a balanced approach to honoring their contributions while addressing the university's growing space demands.

The highest priorities for space are offices for full-time faculty, research laboratories, and offices for administrators, Graduate Student Instructors & Researchers, etc. Space is also used for study facilities, computer rooms, departmental shops, commons, and other special uses that support departmental needs. Of necessity, the assignment of space to emeritus professors is discretionary, and it should not adversely affect the quantity or quality of space provided for full-time faculty members or other key activities.

Deans and department chairs are responsible for the equitable distribution and optimal use of space which their college or department is assigned. They must evaluate space assignments to emeritus professors in comparison with alternative uses and determine priorities within available resources.

As a campus standard, emeritus faculty may occupy a shared office or laboratory on campus when they are actively engaged in substantial ongoing work that serves the university. Eligible work that could justify the need for office space is as follows:

- a. Teaching: teaching of undergraduate or graduate courses that requires the emeritus professor to hold regular office hours for students
- b. Research: research funded through grants and contracts awarded to Missouri S&T
- c. Publication: where the on-campus location is essential for the emeritus professor to continue to be productive in the publication of archival research reports and monographs
- d. Service: frequent active involvement in service to the campus community through participation in departmental, college, or university committees or other university activities

The assignment of a private office or laboratory to an emeritus professor should be considered an exception to policy and should be based on a level of activity comparable to that of a full-time faculty member. Such an office should not exceed the size of a typical faculty office in the department.

An emeritus professor may be offered continued use of his or her office for up to one semester after retirement. Thereafter, emeriti faculty desiring a campus office space will be expected to move to a shared office unless an exception is granted.

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Requests for emeritus faculty to be assigned space should be made by the academic department to the appropriate dean or the Vice Chancellor of Research. The dean may elect to consult with the Space Allocation Committee when considering the request. All assignments of space to emeritus professors will be evaluated annually, and Facility Planning and Operations will provide a report showing all documented emeritus space assignments by department and college; assignments not documented in the space management database should also be evaluated and these assignments reported to Facility Planning and Operations. The Associate Vice Chancellor for Facilities Planning and Operations and campus-wide Space Allocation Committee will similarly evaluate such assignments when considering reassignments among units.

To implement the policy in an equitable manner, departments formulate their own internal evaluation process based on participation with ladder faculty and active emeriti faculty.

EFFECTIVE DATE: April 21, 2026

RESPONSIBILITY: Department Chairs, Vice Provost for Research and Innovation, Space Committee

BASIS: Collected Rules and Regulations, Section 110.010



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Chancellor