

Emeritus, Adjunct and Honorary Staff Space Allocation Policy

Section 1 - Background and Purpose

(1) The purpose of this document is to provide a framework for the management of space for emeritus, adjunct and honorary staff in the University.

General

(2) The highest priorities for space in colleges and research areas are for regular teaching staff, research laboratories and for administrators. The assignment of space to emeritus, adjunct and honorary staff in the university is discretionary, and it should not adversely affect the quantity or quality of space provided for regular salaried staff members, or other key university activities.

Section 2 - Scope

(3) All campuses.

Section 3 - Policy Statement

(4) The University recognises the significant value and contribution of emeritus, adjunct and honorary staff members to the life of the University, and intends to support these staff members in their ongoing scholarly and professional activity.

(5) Future long-term space planning for the University should include consideration of space for these staff members.

(6) The highest priorities for space in colleges and research areas are for regular salaried college teaching staff, research laboratories, and for administrators. The assignment of space to emeritus, adjunct and honorary staff is discretionary, and should not adversely affect the quantity or quality of space provided for regular salaried college members, or other key university activities.

(7) The University will take all reasonable steps to provide appropriate space for emeritus, adjunct and honorary staff members in line with the supporting procedure.

Section 4 - Procedures

Role of College Pro Vice-Chancellor and/or Head of Research Areas

(8) It is the responsibility of each College Pro Vice-Chancellor and/or Head of a Research area to oversee the assignment of office space to honorary, emeritus academic staff and other adjunct staff members. Office space will not normally be provided (unless contractually obligated through funding or grants such as ARC or NHMRC for example), however access to a shared work space may be provided if deemed required and appropriate.

Criteria for Allocation of Space

(9) Decisions concerning the use of shared work space or office space by emeritus, adjunct and honorary staff members will be made with the following criteria:

- a. The individual should continue to participate in teaching, or research, or relevant public service activities which, in the judgment of the College Pro Vice-Chancellor or Head of a Research Area, will benefit the academic / research discipline, the faculty/school/research area, and the University
- b. The individual should continue to represent the University by participating in lectures, seminars, workshops, etc. as a nationally/internationally recognised authority in an area of specialisation within an academic discipline
- c. The objective in providing some office space to emeritus, adjunct or honorary staff members should be to encourage the continuation of scholarly productivity without sacrificing the manageability of the University's physical resources or college operations.

Assignment of Space

(10) The assignment of a dedicated work space should be considered annually and as an exception to policy and should be based on a level of activity comparable to that of a full-time college member. Such a work space should not exceed the size of a typical work space as defined in the Space Planning Guidelines.

Continued Use Post-retirement

(11) An emeritus, honorary or adjunct staff member should be offered continued use of his or her work space for one year after retirement. Thereafter, these staff members desiring campus office space will be expected to move to a shared work space.

Eligibility for Dedicated Work Space

(12) As a standard, emeritus, adjunct and honorary staff may occupy a dedicated work space on campus when they are actively engaged in substantial ongoing work that serves the University.

Eligibility Criteria

(13) Eligible work that justifies the need for a dedicated work space is as follows:

- a. Teaching
Teaching of undergraduate or graduate courses that requires the emeritus professor and adjunct academic staff to hold regular office hours for students
- b. Research
Active, continuing contributions to the University's research standing including publications, recognition of the publications and contact with students
- c. Publication
Where the on-campus location is essential for the emeritus professor and adjunct academic staff to continue to be regularly productive in the publication of reports
- d. Service
Frequent and regular active involvement in service to the campus community through participation in school, college, or university committees or other university activities.

Review of Space Allocation

(14) All assignments of space to emeritus professors and/or honorary staff should be formally evaluated annually by

the relevant College Pro Vice-Chancellor and/or Head of Research Area.

Reporting of Annual Space Allocation Review

(15) Through the Office of the College Pro Vice-Chancellor or Head of Research Area all areas with space allocated to staff members within this procedure will be required to provide confirmation of the annual review outcomes to the Executive Director, Infrastructure and Operations. Infrastructure and Operations will be responsible for ensuring data relating to occupancy of these spaces is maintained in the relevant space database. Space becoming available as a result of implementation of this Policy will be referred to Infrastructure and Operations for re-allocation.

Space Audits

(16) From time-to-time Infrastructure and Operations will undertake space audits to ensure space allocation is in accordance with the Policy.

Section 5 - Definitions

(17) For the purpose of this Policy and Procedure:

- a. Space Planning Guidelines; A set of criteria to be followed when designing new and altering existing space.
- b. Space Audits; Data gathering exercises in the form of physical space audits and the utilisation of space reviews. These will be ongoing at defined intervals and administered by Buildings and Grounds.
- c. Workstation; A built environment working space. Usually to include; one desk, one task chair, one lockable pedestal storage unit. Usually in a shared environment. The area allocated is to compliment job function and within space planning guidelines and physical space restrictions.
- d. Office Space; A dedicated office working environment for one or more people to share. The allocation of which is to comply with the Space Planning Guidelines.
- e. Shared Work Space; general space with workstations which may or may not be located in College /Research Area allocated space (for example the Charles La Trobe Lounge on Level 2 of the Melbourne campus Library).

Section 6 - Stakeholders

Responsibility for implementation – Vice-President (Administration).

Responsibility for monitoring implementation and compliance – Executive Director, Infrastructure and Operations; and Vice-President (Administration).

Status and Details

Status	Historic
Effective Date	11th October 2016
Review Date	11th October 2017
Approval Authority	Vice-Chancellor
Approval Date	11th October 2016
Expiry Date	14th June 2018
Responsible Manager - Policy	Gerard Blood Executive Director, Asset Transformation
Author	Jen Chaput
Enquiries Contact	Client and Business Services