

# Policy A-8

## From Academic Guide

## THE STATUS AND PRIVILEGES OF RETIRED FACULTY MEMBERS AND LIBRARIANS

(Approved: BFC 11/21/78; 2/21/89; 4/20/99; Proposed revisions VPFAA: 9/13/11)

### Listing

Retired faculty members and librarians shall be listed in ~~the annual *Indiana University Register* and in~~ the following publications of the Bloomington Campus:

1. The Indiana University Bulletins of Undergraduate and Graduate Curriculum under the appropriate ~~College school~~ and ~~d~~Departmental Listings.
2. Promotional literature developed by offices of the university when departmental and school listings of faculty are made.
3. All other publications and websites, where appropriate.

### Participation

1. Retired faculty and librarians are invited to submit Faculty Annual Reports on the usual forms, listing their achievements and honors in the standard manner.
2. They are invited to participate in Freshman Induction, Founders' Day, ~~and~~ Commencement and other University and campus ceremonies.
3. They are encouraged to participate in Faculty Council and university committees. Participation in department or school business is ~~determined by the discretion of the decided at the discretion of the academic unit.~~ department.
4. ~~An annual survey should be circulated to Bloomington area retired faculty and librarians to determine their interest in committee work. This survey should be made by the Vice Provost for Faculty and Academic Affairs at the beginning of an academic year.~~

### Use of a University Office, Laboratory, or Studio Space

1. ~~Each year, the Vice Provost for Faculty and Academic Affairs will assess the requirements of retired faculty and librarians for office, laboratory, or studio space according to the following standards, and will make provision to meet such needs:~~
  - a. ~~All retired faculty and librarians who plan to continue or resume full-time academic work on campus will be entitled to office, laboratory, or studio space using the same standards as for the faculty and librarians generally.~~
  - b. ~~All retired faculty and librarians, who plan to be less than fully active in their research and/or teaching will be entitled to regular office, laboratory, or studio space only if available. If private office, laboratory, or studio space is not available, they will be~~

~~entitled to appropriate common space to be shared with other retirees. Such common space will be designed so as to be suitable for the activities of these retirees and will offer appropriate support services and amenities including security of materials and privacy when using the facility. These common spaces will be decentralized throughout the campus to allow retirees convenient access to their departments or other facilities important to their research and creative activity and/or teaching.~~

~~c. In order to continue to qualify for private office, laboratory, or studio space, retirees will be required to submit annual reports of their activities and to reapply for such space every two years.~~

~~d. Upon returning to full-time academic work, the retiree is eligible to apply for office, laboratory, or studio space; this also applies to faculty who retire and leave Bloomington for a period of time and then return to IU Bloomington.~~

~~2. The following shall pertain to assignment of regular office, laboratory, or studio space:~~

~~a. The departmental chairperson is directed to consult (as soon as possible) with a prospective retiree when the chairperson receives notification of his or her decision to retire in order to ascertain the needs of the retiree for office, laboratory, or studio space and to determine whether the retiree plans to continue to be active in research and creative activity and/or teaching. Unit heads shall notify the Office of Space Management when retirees qualify for private or common space.~~

~~b. Unless special circumstances arise, all retirees are entitled to remain in their present offices, laboratories, or studios for 60 days after retirement to allow them to sort through papers and files and to make arrangements for their removal.~~

~~c. If it is impossible for retirees who plan to be fully active in their research and creative activity and/or teaching to remain in his or her office/laboratory/studio used before retirement, the chair will undertake to provide an alternative office, laboratory, or studio in or near the departmental location after due recognition of the special needs of the teaching faculty to be housed near the center of departmental activity.~~

~~d. If office, laboratory, or studio space assigned to the department is not available, the chair will request a space allocation form from the Office of Space Management, and it shall be the responsibility of the Vice Provost for Faculty and Academic Affairs with the help of the Director of Space Management to try to arrange for suitable office, laboratory, or studio space elsewhere on campus. In locating such office, laboratory, or studio space, every effort should be made to house the retiree as near his or her home department as possible.~~

~~3. With the advent of Responsibility Centered Management, it will be the responsibility of the Provost to absorb the charges for all retiree office, laboratory, or studio space from an account so designated and funded.~~

~~4. Because of the expected increase in the number of retirees, they have a special obligation to return office space within 60 days if they do not plan to use it as anticipated, or if the use is interrupted for a continuous period of four months during the academic year.~~

~~5. Any unresolved complaint from a retiree about office, laboratory, or studio space shall be referred to the Retiree Office/Laboratory/Studio Allocation Committee for mediation and, if necessary, recommendation to the Vice Provost for Faculty and Academic Affairs. The Retiree Office/Laboratory/Studio Allocation Committee shall be composed of three members appointed by the Bloomington Faculty Council and four retirees who shall be~~

~~elected by the faculty and librarian members of the Indiana University Annuitants Association. The Governors of the Indiana University Annuitants Association shall be responsible for the conduct of the election of the retiree members.~~

~~6. The Retiree Office/Laboratory/Studio Allocation Committee shall report annually on the operation of these procedures to the Bloomington Faculty Council.~~

1. The University will make reasonable efforts to secure work space for retired faculty members; however, given chronic shortages of faculty work space across the Bloomington campus, work space for retirees cannot be guaranteed and will be provided only on a space-available basis.

2. Retired faculty members are entitled to remain in their work spaces for 60 days after retirement. Vacated offices, laboratories and studios must be left empty and ready for immediate use by a successor faculty member.

3. Retired faculty seeking on-campus office, laboratory or studio space should work with their chair, dean and the Office of Space Management to see if suitable space can be found.

4. The Office of the Provost supports Emeriti House, a shared space for retired faculty members offering a rich program of social and academic activities and guest work stations.

## Use of Library Carrels and Other Library Facilities

The same rules governing regular faculty and librarians shall apply to retired faculty and librarians.

## Special Benefits

~~1. With a Campus Access Card~~ 1. The following benefits shall be extended to retired faculty and librarians and their spouses or partners, as well as spouses or partners of deceased faculty.

- a. Free mailing of the *Indiana Daily Student* and the *Indiana Alumni Magazine*.
- b. Free university bus passes
- c. Reduced rates for 'A' parking decals.
- d. Right of admission to university-sponsored or campus-sponsored events—public lectures, concerts, athletic events, etc.—on the same basis as academic appointees generally.
- e. Use of the Optometry Clinic and the Speech and Hearing Clinic with charges for materials, but reduced charges for the services.
- f. University Club membership paid by the campus. (Note that all University Club members receive discounted IMU parking and discounted Tudor Room prices.)
- g. Continuing use of IU email.

h. Ability to download university-distributed software via IUware (faculty & librarians only).

2. Faculty with IU Retiree status are entitled to certain benefits such as tuition cost subsidies, life insurance and medical care. Details are available from University Human Resource Services: <http://hr.iu.edu/benefits/retirestatus.html>.