College of Liberal Arts and Sciences

Agreement for Use of Office Space by Emeriti

Name:

Email Address:

Off-campus Mailing Address:

Off-campus Phone:

Department:

Year of Retirement:

Office assigned:

Is this office space shared? Yes  No

The 2014 University of Maine Space Policy states that “emeriti who have an active teaching appointment or are conducting active extramural research will typically be assigned to shared offices. Due to overall space constraints, emeriti cannot be guaranteed access to an office (shared or otherwise) upon conferral of emeritus/emerita status.” The College of Liberal Arts and Sciences supports continued participation of emeriti in the University community and will arrange office space as available for professionally active emeriti who request it.

It is agreed that:

1. Emeriti who are no longer active in teaching or research will voluntarily relinquish their office space.
2. If office space assigned to an emeritus/a must be reassigned due to University needs, the University will provide as much notice as possible, and the emeritus/a faculty member agrees to vacate the space and return all keys within 60 days.
3. The CLAS Dean’s Office will review assignment of offices to emeriti every two years. When review indicates that an office is not being utilized in accordance with the University of Maine Space Policy, the emeritus/a will vacate the space within a reasonable amount of time.

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Faculty member’s signature Date

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Chair’s signature Date

*Submit signed form to CLAS Dean’s Office, 105 Stevens Hall or* [*clas@maine.edu*](mailto:clas@maine.edu) *,*

*for approval within one month of retirement date.*