

Columbia University Faculty Housing Policy Amended May 9, 2013

This policy supersedes and replaces all existing faculty housing policies, including those described in the latest (2008) edition of the *Faculty Handbook*, in the Memo to Faculty from Provost Alan Brinkley dated September 17, 2008, and as disseminated by Provost John H. Coatsworth on February 25, 2013.

Mission

Columbia University owns and leases apartments to Columbia affiliates, including students, faculty, and other officers. The top priority for the use of the University's apartment housing is the recruitment and retention of tenured faculty. Faculty housing also supports the recruitment and retention of professors of professional practice and tenure-eligible junior faculty, as well as a limited number of lecturers in discipline, officers of the libraries and research, and senior academic administrators such as deans of schools and faculties. Columbia's housing also contributes to maintaining the unique sense of community that characterizes the neighborhood in which the Morningside campus is located.

Eligibility

Full-time faculty on the Morningside Campus will be considered for housing eligibility, on the recommendation of the appropriate dean, and full-time faculty on the Columbia University Medical Campus on the recommendation of the Executive Vice President for Health and Biomedical Sciences. Certain other officers will be considered for housing eligibility on the recommendation of the President. Even though an individual may be eligible, that does not mean that the University guarantees housing. Further, those who do live in Columbia housing must meet the following conditions:

- (1) The Columbia apartment must be the leaseholder's principal residence, that is, the leaseholder must be physically present in the apartment for at least 185 days in every calendar year (except when on academic leave). The University may require the leaseholder to provide evidence that he or she pays income taxes required of individuals whose principal residence is in New York City. For example, the New York State Department of Taxation and Finance requires that leaseholders who spend 184 days or more in New York City must file a New York State income tax form and declare taxes in the New York City/Yonkers section of the form.
- (2) Leaseholders may share their apartments only with family members or significant others and the dependents of the significant others.
- (3) Apartments (or parts thereof) may only be sublet when the leaseholder is away from New York City on an officially-approved leave or sabbatical, and then only with the permission of Columbia University Facilities. With permission, leaseholders may also on occasion sublet during the summer months.
- (4) The Leaseholder must pay all rent due on a monthly basis consistent with the terms of the lease.

Leaseholders are required to sign a statement with each lease renewal stating that they understand, accept, and comply with all of the above conditions. The University may not renew any lease without a signed copy of this statement, and leaseholders found in non-compliance with any of these conditions risk immediate termination of their leases and may be subject to other remedies available to the University.

Housing Policies

Housing policies are determined by the administration in consultation with the Housing Priorities Committee, chaired by the Provost. The Housing Priorities Committee includes the deans, or representatives of deans, of the larger schools as well as a number of relevant administrators. In addition to helping shape broad policy, the Committee is charged with assigning individual apartments to senior faculty members. The University Senate's Committee on Housing Policy is informed of all major policy actions.

Housing Assignments

Only the Provost and personnel in Columbia University Facilities authorized by the Provost have the authority to assign University housing. Generally, the Provost consults with the members of the Housing Priorities Committee to match housing assignments with academic priorities. Individual deans and department chairs do not have authority to promise apartments to people they are recruiting or retaining and may not make any representations about specific housing in recruitment and/or retention packages, without prior written permission from the Provost. Promises made without such prior written permission are not valid and are not binding on the Provost or the Housing Priorities Committee. The Housing Priorities Committee may allow faculty who are being recruited to see available apartments but no lease can be signed until an appointment has been approved by the appropriate University authority (for example, the President and Board of Trustees in the case of tenured appointments).

Priorities in Assignment of Faculty Apartments

Family size is an important factor in assigning apartments, and the University makes every effort to provide larger units to faculty with children. However, the size of a family is not by itself a determinative factor in assigning apartments.

All assignments are made solely by the Provost after weighing all pending requests. Faculty are not assigned apartments on the basis of "insider" knowledge that a specific apartment may become available.

The assignment of apartments is generally determined by the following set of priorities: High priority is given to providing housing for professorial-rank faculty who are being recruited from outside of the New York Metropolitan region, particularly those whose recruitment is considered by their respective deans to be most critical to the academic

success of their schools. High priority is also given to faculty whom deans have set as a priority to retain.

Priority is also given to improved housing from newly tenured faculty. Other faculty who wish to request consideration for a transfer within the system are eligible to do so, but they receive a lower priority than that given to the groups listed above.

Additional Information

Rents charged for apartments are not determined by nor adjusted to the incomes of the tenants.

Retirees

Tenured Faculty

Tenured faculty whose first lease had an effective date before July 1, 1989, may remain in their apartments after their retirement for the remainder of their lives, as may their surviving spouses and same sex domestic partners, so as long as they continue to meet the eligibility requirements described earlier in this statement and in the paragraph on “Employment After Retirement” below.

Tenured faculty whose first lease had an effective date on or after July 1, 1989, who have resided in Columbia housing for ten consecutive years prior to the time that they retire may stay in their Columbia apartments for the remainder of their lives, as may their surviving spouses or same sex domestic partners, so long as they meet the eligibility conditions for housing described above and in the paragraph on “Employment After Retirement” below.

Retired and retiring tenured faculty will be asked to voluntarily downsize to a smaller apartment, normally from apartments with three or more bedrooms to units with two or fewer bedrooms to help make way for new Columbia families with school age or younger children. The University will cover the cost of renovating the smaller unit to established standards if necessary, as well as the reasonable costs of transporting the retiree’s household goods from the old apartment to the new one. For more information about the voluntary downsizing option, retirees can speak with the Assistant Vice President in charge of University Apartment Housing in Columbia University Facilities.

Non-tenured Faculty

- (1) Non-tenured faculty with signed leases with effective dates before July 1, 1984**, may remain in their current apartments after their retirement for the remainder of their lives, as may their surviving spouses and same sex domestic partners, so as long as they continue to meet the eligibility requirements described earlier in this statement. These individuals will be asked to voluntarily downsize to a smaller apartment as discussed above.

- (2) **Non-tenured faculty leaseholders with signed leases with effective dates between July 1, 1984, and June 30, 2009, who, as of June 30, 2009 had completed at least fifteen years of full-time continuous employment within the University and had resided in Columbia housing for at least fifteen consecutive years,** are permitted to remain in University housing after retirement for the remainder of their lifetimes, as may their surviving spouses or same-sex domestic partners, so long as they meet the eligibility conditions stated above. (Time spent as a student or as a postdoc does not count toward either of the time requirements.) However, these non-tenured faculty will be required to downsize within 12 months of retirement to smaller apartments if their current unit is larger than one bedroom plus a study/maid's room. The University will cover the cost of renovating the smaller unit to established standards if necessary, as well as the reasonable costs of transporting the retiree's household goods from the old apartment to the new one. For more information about the downsizing option, retirees can speak with the Assistant Vice President in charge of University Apartment Housing in Columbia University Facilities.
- (3) **Non-tenured faculty with leases effective after July 1, 1984, who had not completed fifteen years of continuous employment at Columbia and fifteen years of continuous residence in Columbia housing by June 30, 2009, and who are residing in Columbia housing at the time that they retire,** are entitled to remain in their Columbia apartments for three years following retirement so long as they meet the eligibility requirements stated above. The three years of post-retirement housing eligibility for those with signed phased retirement agreements will commence on the date on which they fully retire.

Officers of the Libraries and Research

- (1) **Officers of the Libraries and Research with signed leases with effective dates before July 1, 1984,** may remain in their current apartments after their retirement for the remainder of their lives, as may their surviving spouses and same sex domestic partners, so as long as they continue to meet the eligibility requirements described earlier in this statement. These individuals will be asked to voluntarily downsize to a smaller apartment as discussed above.
- (2) **Officers of the Libraries and Research leaseholders with signed leases with effective dates between July 1, 1984, and June 30, 2009, who, as of June 30, 2009 had completed at least fifteen years of full-time continuous employment within the University and had resided in Columbia housing for at least fifteen consecutive years,** are permitted to remain in University housing after retirement for the remainder of their lifetimes, as may their surviving spouses or same-sex domestic partners, so long as they meet the eligibility conditions stated above. Time spent as a student or as a postdoc does not count toward either of the time requirements. However, these Officers of the Libraries and Research will be required to downsize to smaller apartments within 12 months of retirement if their current unit is larger than one bedroom plus a study/maid's room. The University will cover the cost of renovating the smaller unit to established standards if necessary, as well as the reasonable costs of transporting the retiree's household goods from the old

apartment to the new one. For more information about the downsizing option, retirees can speak with the Assistant Vice President in charge of University Apartment Housing in Columbia University Facilities.

- (3) Officers of the Libraries and Research with leases effective after July 1, 1984, who had not completed fifteen years of continuous employment at Columbia and fifteen years of continuous residence in Columbia housing by June 30, 2009,** who are residing in Columbia housing at the time that they retire, are entitled to remain in their Columbia apartments for three years following retirement so long as they meet the eligibility requirements stated above. The three years of post-retirement housing eligibility for those with signed phased retirement agreements will commence on the date on which they fully retire.

Officers of Administration and Other Administrative Staff

In general, Officers of Administration and employees other than those specified above, who reside in Columbia housing do so as a condition of their employment by the University and are expected to vacate when their employment ends.

For further information about housing, please contact facultyhousing@columbia.edu.

Employment After Retirement

Notwithstanding any provision above, a University employee in University housing who retires on or after June 30, 2009, and who subsequently accepts a full-time appointment at another academic institution or other regular, continuing employment (more than 25 hours a week) outside of the University, must notify the Provost upon accepting such employment, and is not eligible to remain in Columbia housing. Any such employee's lease will terminate upon accepting such employment and the individual will be required to vacate the University apartment. In the event of a violation of this provision, the University may exercise all available remedies.