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Faculty retention of offices after retirement

This policy applies exclusively to faculty offices. It does not apply to labs.

Faculty wishing to retain an office after retiring will submit a written request to the department chair within 30-days of their official separation date explaining how they will use the office to support departmental teaching, student advisement, and research activities.

Following receipt of the request, space permitting, the chair will:

1. assign an office to the retiree for three-years from the official separation date,
2. write a memorandum of agreement, signed by the chair and the retiree, notifying the retiree in writing of the office assignment (room number) and the end date of the agreement.

An extension beyond the 3-year date will require approval by the chair and a majority of faculty.