

UNIVERSITY HOUSING POLICY – MORNINGSIDE HEIGHTS

Effective Date: April 1, 2008

Policy Statement

This statement sets forth the University's housing policies for the residential properties managed by the Residential and Commercial Operations Department of Columbia University Facilities in the general vicinity of the Morningside Heights campus (herein after referred to as Residential Operations Properties). Undergraduate spaces assigned through the University's Housing and Dining Office and properties managed directly by the Medical Center are not covered by this statement.

Reasons for the Policy

The demand for University housing greatly exceeds supply. The policies governing eligibility requirements, leasing, pricing, and allocation priorities are designed to maximize the use of the limited resource for the benefit of the University and to protect the University's rights under New York law.

Primary Guidance to Which This Policy Responds

The policy protects the University's rights under New York law and is designed for the benefit of the University.

Responsible University Office & Officer

The Executive Vice President for Columbia University Facilities is responsible for enforcing this policy with the Assistant Vice President for Residential and Commercial Operations responsible for day-to-day management of the policy. The Housing Priorities Committee (defined in section 8 of this statement) determines priorities for the assignment of apartments. The Senate Committee on Housing Policy is empowered to review and recommend housing policies.

Revision History

This policy was established in April 1984 and amended on May 23, 1988 and February 10, 1992

Who is Governed by This Policy

All tenants in University housing housed because of their affiliation with the University and all applicants for University housing.

Who Should Know This Policy

Senior Executive Officers, Deans, Vice Presidents, Chairs of Departments, Directors of Institutes and Centers, Senior Administrative Officers, Departmental Administrators, affiliated tenants in University housing.

Exclusions & Special Situations

The policy addresses exclusions and special situations.

Policy Summary

The University Housing Policy sets forth the University's current policies and practices regarding housing eligibility, affiliation requirements, leasing, pricing, and allocation priorities for the units within Residential Operations Properties that house eligible affiliates of the University.

This policy governs all affiliated tenants in Residential Operations Properties. The policies it details are designed to maximize the University's housing resource and protect the University's rights under New York law. The University Housing Policy is intended to give all interested parties an informed understanding of the University's current policies and practices for housing in the Morningside Heights campus vicinity. Undergraduate residential facilities, which are assigned by University's Department of Housing and Dining, are not covered by this statement. Housing policies and procedures for residential properties at the Medical Center campus, which are managed by the Medical Center's Office of Housing Services, are described in a separate policy statement.

Policy Text

INTRODUCTION

This statement is intended to give all interested parties an informed understanding of the current policies and practices of the University in housing managed by the Residential and Commercial Operations Department of Columbia University Facilities in the general vicinity of Morningside Heights campus (Residential Operations Properties). Undergraduate residential facilities, which are assigned by University's Department of Housing and Dining, are not covered by this statement. The University owns and manages its properties as a necessary part of its educational mission for the purpose of providing convenient and affordable housing for full-time faculty, other University employees and students. Residential properties at the Medical Center campus are subject to the same basic policies but are managed by the Medical Center's Office of Housing Services. Housing policies and procedures for the Medical Center campus are described in a separate policy statement.

The Residential and Commercial Operations Department of Columbia University Facilities has primary responsibility for the implementation and enforcement of the University's housing policies.

Consistent with this policy, as it may be amended from time to time, the Housing Priorities Committee, chaired by the Provost of the University sets the guidelines for allocating University housing, determining eligibility for housing, and assigns "high end" apartments typically leased to senior faculty and deans. The Housing Priorities Committee may also recommend changes in this Policy Statement. In addition, the Senate Committee on Housing Policy is empowered to review and recommend changes in housing policies.

This statement is divided into the following sections:

1. Eligibility and Affiliation Requirement
2. Occupancy Agreements and Renewals
3. Retirees, Surviving Spouses and Domestic Partners
4. Transfers to Smaller Apartments
5. Subletting
6. Pricing of Apartment Rentals
7. Housing Priorities
8. Housing Priorities Committee

9. Faculty and Staff Housing
10. Student Housing
11. Post Doctoral Fellows and Visiting Scholars
12. University Senate Committee on Housing Policy
13. Reservation of University Rights

1. ELIGIBILITY AND AFFILIATION REQUIREMENT

The demand for housing greatly exceeds the available supply and apartments are currently assigned only to housing eligible affiliates. A list of the affiliates eligible for housing can be obtained from the Residential Operations Office. The requirement that all tenants maintain a full-time housing eligible affiliation with the University is commonly known as the “affiliation policy” and tenants housed by virtue of their affiliation with the University are referred to as “affiliated tenants.”

Non student affiliates who were housed at a time when eligibility requirements were different than those currently in place may nonetheless retain their apartment provided they maintain full-time affiliation throughout their tenancy and their apartment continues to be their primary residence.

To remain in residence, a student must be registered in a full-time, housing eligible program. Eligibility for students is limited to the lesser of the period of the normal full-time degree program or five years. Students in Ph. D programs in the Graduate School of Arts and Sciences and the Fu Foundation School of Engineering and Applied Sciences may be eligible for up to an additional two years if this time is deemed necessary to complete their degree program. They must apply for an extension of eligibility and receive approval from their Dean and from the Residential and Commercial Operations Department.

Units rented to affiliates are exempt from New York rent control and rent stabilization laws. This allows the University to reclaim apartments at such time as the tenant ceases to be a full-time housing eligible affiliate or ceases to use the apartment as their primary residence. Leases and contracts given to affiliated tenants contain clauses which automatically terminate the agreement upon the cessation of full-time housing eligible affiliation.

In addition to affiliated tenants, the Residential Operations Buildings house a number of residents who are subject to New York rent control or rent stabilization regulation. Typically these tenants resided in their apartments prior to the University’s purchase of their buildings or they are the legal successors to such tenants. When these apartments are vacated they are deregulated and it is almost exclusively the University’s policy thereafter to rent them to affiliates of the University.

2. OCCUPANCY AGREEMENTS AND RENEWALS

The University typically leases or contracts its units to affiliates for a term of twelve months. Leases to students are scheduled to terminate on May 31 of each year and leases in

the first year may therefore be for periods of less than one year. In certain buildings students receive one year room contracts with May 31st end dates similar to those used by the University's Housing and Dining Office.

Lease or contract renewals are contingent upon the tenant maintaining a full-time housing eligible affiliation, using the unit as the tenant's primary place of residence and complying with the other terms of the lease or contract. Under normal circumstances, agreements to affiliated tenants are routinely renewed as long as they remain a housing eligible affiliate and comply with their agreement obligations. If the unit is not used as the tenant's primary place of residence it would be a breach of the agreement obligations and would result in non-renewal or termination of the agreement. Part-time status as a student, faculty member or employee is not sufficient to retain University housing, and any change from full-time to part-time or cessation of a tenant's housing eligible affiliation during the term of the lease supersedes the termination date of the lease.

Tenants do not automatically retain eligibility if they transfer from one type of affiliation to another. Students, for example, may not automatically retain their housing if they become an employee; faculty members who become officers of administration do not automatically remain eligible to retain their apartment.

3. RETIREES, SURVIVING SPOUSES AND DOMESTIC PARTNERS

The University permits (i) officers of instruction who hold full-time appointments without stated terms at their retirement and (ii) other employees of the Columbia Corporation who at their retirement have been in the full-time employment of the University for at least fifteen years to continue to be treated as affiliates and thus to be eligible to remain in their Columbia apartment for a period of three years following retirement as long as it is their primary residence. The University also permits spouses or same sex domestic partners of tenants who fall into categories (i) or (ii) above, to remain in the their Columbia apartment for three years following the death of their spouse or partner or for the balance of the three year period following their deceased spouse or partner's retirement. Retirees or surviving spouses and partners who satisfy these criteria may at any time prior to expiration of the three-year period apply to the Residential and Commercial Operations Department for a transfer to smaller apartment of a size appropriate to their needs. If a transfer is approved, the retiree or surviving spouse may remain in the apartment beyond the three year maximum at the University's discretion as long as it is their primary residence. Approval of all such transfers is at the sole discretion of the University and due to the housing shortage, not typically granted.

Two groups of affiliated tenants and their surviving spouses or partners are grandfathered under the University's policies and may remain in their apartments beyond three years: (1) those who retired and signed their leases before July 1, 1984, regardless of the type and duration of their position at the University prior to retirement; and (2) those who meet the general eligibility requirements described above in (i) and (ii) and who signed leases prior to June 30, 1989. These tenants are permitted to remain in their apartments as long as it is their primary residence.

4. TRANSFERS TO SMALLER APARTMENTS

The University encourages all tenants who occupy large apartments to request transfers to smaller apartments of a size appropriate to their needs. This makes the larger apartments available to faculty and other employees whose family size requires a larger apartment and can significantly reduce rent. Any tenant interested in transferring to a smaller apartment should contact the Residential and Commercial Operations Department.

5. SUBLETTING

Most non student affiliated tenants may sublet their units for a period of up to twelve months with the prior written permission of the Residential and Commercial Operations Department. Tenants are strongly encouraged to sublet to affiliates of the University and may elect to find their subtenant or request assistance in doing so from the Residential and Commercial Operations Department. An application for permission to sublet must be completed by the tenant and approved by the Residential and Commercial Operations Department. Tenants are cautioned that when they sublet they remain responsible for the payment of rent and compliance with all other terms of their lease. The guidelines for the process of subletting a unit can be found on the Residential and Commercial Operations web site.

6. PRICING OF APARTMENT RENTALS

The University owns and operates its residential properties for the purpose of providing the convenient affordable housing necessary to attract and retain the highest quality faculty, other employees, and students. Consistent with this objective, it does not seek to maximize the rent it charges to affiliated tenants. It is the University's goal, however, to generate sufficient rental income to cover operating costs and the costs of financing capital improvements and to yield a modest return on its very sizeable investment in its residential properties.

In order to achieve these objectives, a rent structure and rent increase policy has been developed for affiliated tenants. The rent structure is based on an assessment of those characteristics of each apartment such as size, location, quality, and services that affect rental value. Annual rent increases are set to cover the increases in operating and capital costs and are assessed at the time a lease is renewed.

Rents and rent increases for apartments subject to rent control and rent stabilization are determined by New York laws and regulations. It is University policy to raise the rents of regulated apartments to the extent permitted by law.

7. HOUSING PRIORITIES

The priorities for assignment of units to University affiliates are established by the Housing Priorities Committee. The Residential and Commercial Operations Department is responsible for the day to day management of these priorities.

8. **HOUSING PRIORITIES COMMITTEE**

The Housing Priorities Committee was established in 1984 to establish guidelines for allocating University housing to eligible officers and students and to ensure that the assignment of the larger, highest quality apartments would be made to maximize the use of this limited resource for the benefit of the University. The members of the Committee are:

1. Provost - Chair,
2. Executive Vice President for Health and Biomedical Sciences or designee,
3. Vice President for Arts and Sciences or designee,
4. Executive Vice President for Columbia University Facilities or designee,
5. As determined by the Provost, Deans of representative professional schools or designees

The Committee's staff is provided by the Residential and Commercial Operations Department.

The Housing Priorities Committee meets monthly to review requests submitted by deans and vice presidents. It determines the priorities for assignment of the highest quality apartments that are available. In doing so it considers the relative priorities of the applicants from each school or division established by the deans and vice presidents as well as the size and type of apartment requested by the applicant compared to those available. Because the supply of apartments varies considerably from one time period to the next, the timeliness of the assignments and the size and quality of the apartments available fluctuates greatly. Additional information on the process for assignment of apartments to faculty and other University employees is available from the Residential and Commercial Operations Department.

9. **FACULTY AND STAFF HOUSING**

Residential and Commercial Operations assigns housing to non-tenured faculty and other University employees who are not assigned housing by the Housing Priorities Committee. In making assignments of apartments to individual applicants the department considers the applicants needs, including family size, and preferences; the priorities for housing established by the deans, vice presidents, and department chairs; the timing of availability and the size of apartments; and any applicable code requirements.

10. **STUDENT HOUSING**

The assignment of housing to eligible students is made through the Residential and Commercial Operations Department. To be eligible for University housing, a student must be registered in a full-time housing eligible program of academic work. The number of students applying for University housing greatly exceeds the supply of apartments. Therefore, each School with housing eligible students is allocated a specific number of spaces based on that school's proportion of the prior year's housing application pool. Schools determine the manner in which their allocated share of housing is offered to individual students. Students

who do not receive housing through their school's allocation are placed on a waiting list and are eligible for apartments as they may become available during the year.

Additional information on student housing and the calculation of School allocations is available from the Residential and Commercial Operations Department.

11. POST DOCTORAL FELLOWS AND VISITING SCHOLARS

The overall shortage of housing within the University has limited the housing available for post doctoral fellows and visiting scholars. Schools, select institutes and departments are granted a fixed allocation of apartments for persons holding these titles and determine the priority for assignment. Post doctoral fellows and visiting scholars who do not receive housing through their school, institute or department's allocation may ask to be placed on a waiting list. The assignment process for post doctoral fellows and scholars is managed by the Residential and Commercial Operations Department in coordination with the schools and departments.

Additional information on housing for post doctoral fellows and visiting scholars is available from the Residential and Commercial Operations Department.

12. UNIVERSITY SENATE COMMITTEE ON HOUSING POLICY

The Senate Committee on Housing Policy is a standing University Senate Committee with representatives from tenured and non-tenured faculty, students, administration and research officers. The Committee is empowered to review and recommend housing policies for Residential and Commercial Operations buildings as well as undergraduate residence hall buildings.

13. RESERVATION OF UNIVERSITY RIGHTS

This policy statement is intended for the information and guidance of all persons affected by the University's housing policies. The University must reserve the right from time to time in its discretion to make changes in its housing policies, and this policy statement is not intended to be and should not be regarded as a contract between the University and any person.

Responsibilities

The Executive Vice President for Columbia University Facilities is responsible for enforcing this policy with the Assistant Vice President for Residential and Commercial Operations responsible for day-to-day management of the policy.

The Housing Priorities Committee is responsible for setting priorities and establishing guidelines for the allocation of and eligibility for housing.

The Senate Committee on Housing Policy is empowered to review and recommend housing policies.

Definitions

No special terms are used in this policy.

Contacts

Subject	Contact	Phone	Email
Eligibility and Assignment Questions	Monica Kuth	212-854-9424	mlk5@columbia.edu
General Policy Questions	Mark Kerman	212-854-9322	mk17@columbia.edu

Cross Reference to Related Policies

The Faculty Handbook

Human Resources Compensation/Classification Policies and Procedures Manual

Extension of Fringe Benefits to Same-Sex Domestic Partners

Forms

1. Faculty & Staff Housing Application

<http://www.columbia.edu/cu/ire/forms/faculty%20housing%20application.pdf>

2. Graduate, Professional and General Studies Student Housing Application

<http://www.columbia.edu/cu/ire/preform.html>

3. Post Doctoral Fellows, Visiting Scholars, Journalism Fellows and Law Associates Housing Application

<http://www.columbia.edu/cu/ire/postdoc.html>