

Joan and Sanford I. Weill Medical College
Graduate School of Medical Sciences

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POLICY ON FACULTY HOUSING

Originally Approved 2/1999 Revised 10/2003

POLICY STATEMENT

The Joan and Sanford I. Weill Medical College and Graduate School of Medical Sciences of Cornell University recognizes the important role that housing plays in supporting the missions of the institutions. Housing assignment policies, procedures and eligibility criteria have been developed to assign this limited resource equitably. Assignment of available housing units is guided by the principle that the institution seeks to provide housing at market rates to accommodate full time faculty, with priority given to new recruits. Compliance with provisions of the Internal Revenue Code requires the assessment of a fair market rent to assigned units. Provided they remain eligible under this policy, faculty are offered housing for a ten (10) year period, after which extensions may be granted at the discretion of the Provost for Medical Affairs to those individuals whose annual compensation does not exceed the then current maximum as recommended by the Housing Advisory Committee and approved by the Provost.

DEFINITIONS

The following definitions apply to terms as they are used in this policy:

Cornell Housing

All current and future housing operated by the Housing Office of the Weill Medical College and Graduate School of Medical Sciences. Current buildings include Sutton Terrace (designated units within buildings located at 430 & 450 East 63rd Street and 1161 York Avenue), Lasdon House (420 East 70th Street), Livingston-Farrand Apartments (423-27 East 69th Street) Olin Hall (445 East 69th Street), 442 & 444 East 77th Street, and Southtown on Roosevelt Island. Currently, eligible faculty are assigned exclusively to Southtown on Roosevelt Island, Sutton Terrace, and 442-444 East 77th Street which consist of studios, one-bedrooms, two-bedrooms and three-bedroom apartments (see 'Building Description & Occupant Priority' fact sheet).

Affiliate Housing

All current and future housing operated by the Housing or Real Estate Offices of any of the neighboring/affiliated medical institutions. Current local affiliates include: New York Presbyterian Hospital; Memorial Sloan-Kettering Cancer Center; Rockefeller University; Hospital for Special Surgery; Manhattan Eye, Ear & Throat Hospital.

Full-time Faculty

An individual who is employed by the Medical College and has an appointment to the Medical College faculty; who works a minimum of 35 hours/week as a member of the faculty and who has no other employment.

Newly-recruited Full-time Faculty

A faculty member will be considered newly recruited for the purposes of this policy until six (6) months following the date of employment.

ELIGIBILITY & PRIORITY

Because housing is a limited resource in the New York City metropolitan area, housing eligibility criteria and priority designations must be followed strictly when making assignment decisions for Cornell housing. **Only full-time, employed faculty of the Weill Medical College are eligible for housing under this policy.** Priority for housing assignments will be given as follows:

- **PRIORITY A:**
 1. **Newly Recruited Full-time Faculty**
(At Assistant Professor Level and Higher)
 2. **Currently Housed Faculty with Change of Family Status**
- **PRIORITY B:**
 1. **All Eligible Postdoctoral Trainees**
(As defined in *Policy on Postdoctoral Trainee Housing*)
 2. **Newly Recruited Instructors**
- **PRIORITY C:** **All Other Full-time Faculty**
(After all those in category A&B have been offered)

RESTRICTIONS

- In order to utilize optimally all space in faculty housing, applicants must meet the following minimum occupancy requirements to be eligible for each designated apartment size:

Unit Size	Eligible Occupancy
Studio	Single Eligible Individual Couple
One Bedroom	Single Eligible Individual Couple Couple with one Dependent Child
Two Bedroom	Couple with One or More Dependent Children Single Parent with One or More Dependent Children
Three Bedroom	Couple with Two or More Dependent Children Single Parent with Two or More Dependent Children

*Dependent defined as those individuals eligible for IRS dependency.

- Offers of faculty housing will only be made to individuals who intend to occupy institutional housing as their primary residence. The apartment must be occupied by the faculty member to whom it is assigned. Subleases or private arrangements for another person to occupy the apartment are not permitted without the written approval of the Housing Office. Violations of this provision may jeopardize the tax exempt status of the institution and will result in immediate termination of the lease.
- Individuals currently assigned to faculty housing may request reassignment only if their family size increases beyond the eligible occupancy level for their apartment or, conversely, if their family size decreases and a smaller apartment is preferred (documentation confirming this change in family status must accompany the application for reassignment). These transfer applicants are considered Priority A applicants. Tenants who are approved for transfer will be required to pay prorated painting and cleaning charges on the vacated apartment in accordance with formulas established by the Housing Office.
- Faculty members may occupy only one apartment unit within Cornell or affiliate housing.
- Tenants who cease to be full-time eligible employees will be permitted to extend their occupancy in faculty housing for a maximum of two months beyond the termination of their full-time eligible status. Any such extension requests should be submitted to the Housing Office in writing and should not be considered approved unless written confirmation is received.

REASON FOR POLICY

The Housing Office is responsible for the review of all faculty housing applications and the eventual assignment of qualifying applicants to Cornell housing as available. The *Policy on Faculty Housing* attempts to ensure a fair and equitable system for allocating a limited number of apartments among all eligible faculty members. Due to the finite number of apartments and the number of eligible faculty who request housing, not all faculty housing requests may be met. This policy defines faculty housing eligibility criteria, identifies priorities for assignment, outlines the procedures to apply for faculty housing and clarifies conditions for assignment.

WHO SHOULD READ THIS POLICY

- Medical College and Graduate School Administration
- Department Chairs and their Administrators
- All current Faculty
- All prospective Faculty Recruits

APPLICATION PROCEDURES

- To apply for Cornell Faculty Housing, a completed *Application for Faculty Housing* must be submitted to the Housing Office in Lasdon 2S. For an application to be complete, the following must occur:
- **Applicant Completes Part I** - All information requested in Sections A & B must be provided. Applicant must provide signature certification (Section C) to confirm that all application submissions are true and accurate.
 3. **Applicant Submits Supporting Documentation** - If applying for family housing, applicant must submit documentation verifying eligibility status of any dependents.
 4. **Department Completes Part II** - Full-time faculty employment status is confirmed in Section A. Department Chair must provide signature certification (Section B) to confirm that applicant appointment information is true and accurate.

- Approved applicants are ranked by their designated priority classification (Priority A, B or C). Within each of the priority classifications, individuals are ranked by the date that their completed applications and all required supporting documents and verifications are received by the Housing Office. Although they may apply for housing at any time following an offer and acceptance of employment, faculty members will not be eligible to occupy faculty housing earlier than thirty (30) days prior to their employment start date.
- Faculty members may change their arrival date or the date they need housing to a later date by submitting changes in writing to the Housing Office.

CONDITIONS OF ASSIGNMENT

- A faculty member who has applied for housing will have the opportunity to accept one offer of housing. Under this policy, an offer of housing is one for which the applicant's family status corresponds to the occupancy requirements as previously outlined in the *Restrictions* section of the policy. If apartments are available in more than one WMC faculty housing building at the time the offer is made, the offer will be made based on the building ranking stated on the application. Individuals who decline a legitimate offer of housing may not remain on the list for another building. An applicant who declines a valid offer of housing may, in writing, renew his/her housing application. Renewal applications will be re-prioritized, based on employment start date and the criteria noted in the *Eligibility & Priority* section of this document. In all cases, the rejection of a housing offer places an individual at the end of the waitlist based on their re-prioritized status. (A legitimate offer is based solely on occupancy requirements and not housing building, apartment location within a building or any other building / apartment criteria).
- To accept a faculty housing assignment offer, a non-refundable deposit equal to one month's rent must be submitted within forty-eight (48) hours to hold the apartment space. If a deposit is not submitted within this time, the offer will be deemed void and the faculty member will be removed from the list for housing. Upon executing the formal lease agreement, this deposit will be applied to the first month's rent.
- When offered housing, faculty members must execute a lease agreement within thirty (30) days of the offer. If a rental agreement has not been executed by the faculty member within this time, the offer will be deemed void and the faculty member will be removed from the list for housing.
- Leases must be renewed annually. In addition to the first month's rent, a security deposit of one (1) month's rent is generally required upon execution of the lease agreement and before the lessee will be given access to the apartment.

RENT PRO-RATION

WMC pro-rates it's housing by quarter of the month according to the following schedule (except Sutton Terrace). Please arrange your travel dates accordingly.

<u>Move in date</u>	<u>Prorating schedule for month of move</u>
1st - 7th	Full month's rent
8th - 14th	3/4 of monthly rent
15th - 21st	1/2 of monthly rent
22nd - 28th	1/4 of monthly rent
29th - 31st	-0-