

Faculty Housing Request Form

Part-time faculty and other guests must submit a Housing Request with the signature of their Department Chair each semester. Rooms will not be automatically held from the previous semester, and due to limited resources, housing is **not** guaranteed. **This form must be returned to Amber Anderson (aanderson03@mica.edu) in the Undergraduate Studies Office.** Requests will be reviewed and approved by the Undergraduate Studies Associate Dean in your division. Reservations can be emailed, or sent via campus mail. No unapproved guests or pets are permitted. All new full-time faculty members are *ineligible* for faculty housing. Full-time faculty members that have already received housing while on a full-time contract may continue to apply.

If all rooms are reserved, Undergraduate Studies will maintain a waiting list. If your schedule changes and you no longer need housing on a regular basis, please let us know so that we can reassign the room. No faculty member is guaranteed a specific room—we attempt to assign the floors by gender whenever possible, however there may be times when the bathroom is shared by both men and women.

If your housing needs can be accommodated, you will receive an email confirmation with your housing assignment. When you pick up your keys you will be asked to fill out an additional "Faculty Housing Agreement" which outlines all of the faculty housing regulations as well as a "Key Agreement." If we cannot accommodate your request, we will let you know in a timely manner so you can make other arrangements.

 NAME

 CELL PHONE NUMBER

 HOME ADDRESS

 CITY

 STATE

 DEPARTMENT

 NIGHT(S) REQUESTED

 REASON HOUSING SHOULD BE GRANTED

COURSE SCHEDULE:

Title	Department	Day	Time

 SIGNATURE

 DATE

 CHAIR SIGNATURE

 DATE

For Academic Affairs Office Use Only

Approved: Yes No Dean/VP Signature: _____ Date: _____

Room Assigned: _____