

March 21, 2011

To: Parsons Fulltime Faculty  
Fr: Nadine Bourgeois, Dean, Academic Planning  
Re: Home/Share Office Program

In the Fall 2007, the University introduced a pilot program through which faculty members were offered stipends to offset expenses associated with working off campus. The program was created to address changing needs and work styles of faculty, especially with regard to technology and communication, providing a more progressive approach to “office space.” We also see this program as a long-term opportunity as we design new types of faculty space in the University Center that will help to define how we work more collaboratively as a university faculty. During this academic year, the fourth year of the program, 79 of our full-time faculty participated.

| We just received permission from the university to continue this program for the 11\_12 academic year.

Here are the two options available to faculty:

*“Home Office” option.* Faculty members who elect to work primarily from a home-based office will receive a **one-time payment of \$500** (before taxes) to offset the purchase of communications or other equipment. Each faculty member will also receive a **stipend of \$185 per bi-weekly paycheck** (before taxes) that may be used to offset ongoing expenses. For faculty members who elect this option, Parsons will provide, wherever possible, school-based resource rooms to be used when faculty need to work on campus. These faculty rooms will include open shared desk space with phone, lockable storage, one desktop computer per room (if requested), access to a networked printer, and a campus phone number for voice mail access. Faculty members will be able to schedule conference rooms or other appropriate rooms for meetings and advising. Additionally, all full-time faculty members are provided a University laptop in the platform of their choosing (Mac or PC). Faculty who switch between the two plans will not be eligible for an additional one-time payment of \$500.

*“Shared Office: Three or more” option.* Faculty members who wish to retain a personally-assigned **shared** office which **houses three or more faculty members** on-campus will receive a **one-time payment of \$500** (before taxes) to offset the purchase of communications or other equipment, and a **stipend of \$115 per bi-weekly paycheck** (before taxes) to offset ongoing expenses. Shared offices will include personally-assigned desk, phone, shared printer and copier, etc., and faculty who chose this option will of course have access to conference rooms when needed for private meetings. Additionally, all full-time faculty members are provided a University laptop in the platform of their choosing (Mac or PC). Following are more details about the Alternative Office options. Faculty who switch between the two plans will not be eligible for an additional one-time payment of \$500.

**Please review these, consider your needs, and respond by April 1, 2011 regarding your preference.** For full-time faculty members who do not wish to change their current arrangement (private, home or shared) for the coming year, no action is required.

## ALTERNATIVE OFFICE PROGRAM FOR FULL-TIME FACULTY

### GENERAL

1. The Alternative Office Program is available to Parsons full-time faculty.
  - a. Faculty members who also hold senior administrative appointments (e.g., deans and chairs) that necessitate their being present on the campus for a majority of their work hours will retain their current office options and are not eligible for the Alternative Office stipends even if they are presently in a shared office environment.
  - b. Faculty members who are currently assigned to private, on-campus offices and who do not elect one of the new options will retain their current office the coming academic year and no stipend will be provided unless they are presently in a two person now included in the plan.
2. The “Home Office” option does NOT change the expectation that faculty members spend appropriate time on-campus for advising, attendance at departmental meetings, participation on committees, etc. *All faculty members should consult with their school deans to be sure expectations for on-campus presence are understood.*
3. In both scenarios, Parsons will provide the faculty member with a laptop computer (Mac or PC) if they have not already been assigned one.

### FINANCIAL

1. Stipends will be added to paychecks and will be taxed in accordance with applicable laws.
2. The University will not require any documentation from faculty members related to the expenses the stipends are intended to offset. It is each faculty member’s responsibility to purchase his/her own equipment, establish and maintain service agreements, manage the use of the stipends, etc.
3. Faculty members are encouraged to consult with their tax advisors to understand the potential tax benefits, if any, associated with this program.
4. Stipends associated with the pilot program may be terminated at the University’s discretion. The University reserves the right to alter or cancel the Alternative Office Program at any time. In the event of significant changes to the program, every effort will be made to alert faculty members with sufficient notice to plan for the change.

### PROCEDURES

1. Faculty members are asked to respond by **April 1, 2011** regarding their interest in participating in one of the Alternative Office Program options. **Responses should be sent by email to Nadine Bourgeois, [bourgeon@newschool.edu](mailto:bourgeon@newschool.edu).**
2. *Faculty members who do not respond by the deadline above* will be understood to continue with their current arrangement (private, home or shared) for the coming year.
3. Questions or feedback about the program may be directed to Nadine Bourgeois at [bourgeon@newschool.edu](mailto:bourgeon@newschool.edu)