

University Housing Policy

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President of AUK

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AUK Academic Senate

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Proposed by

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Introduction:

University housing at the American University in Kosovo facilitates the needs of the university community by providing new faculty, university guests, and individuals with special needs a comfortable, managed facility.

This policy outlines the use of university housing at AUK by long-term faculty, limited-term faculty, university guests, and individuals with special needs.

1) Definitions:

a) Long-term faculty. Long-term faculty is defined as an individual who has taught at the university for at least one full academic year and has signed a contract with either AUK/RIT to teach at the American University in Kosovo for a minimum of one additional year.

b) Limited-term faculty. Limited-term faculty is designed as an individual who is teaching at the university for one or two terms but is under no long-term agreement with the university to continue teaching at AUK.

c) University guests are defined as individuals who have been invited to the university to participate in a university-sponsored activity or interest but who are not under regular faculty contracts as issued by Academic Affairs.

d) Special needs. Special needs are defined as individuals deemed by the university president or a designated proxy to have health, safety or security issues that warrant special housing considerations and whose needs are best met by residence in university housing at AUK.

2) Housing Policy:

a) Long-term faculty: A long-term faculty member is entitled to spend one full academic year, not including the summer term, in university housing. If the faculty is also teaching in the summer session, this residence may be extended into the summer term. Local faculty already residing in Prishtina or its vicinities may apply for such residence at the discretion of the president of AUK or a designated proxy. After one year in residence in university housing at AUK, the faculty member may apply to the President's Office for a faculty housing stipend. International faculty members may apply to the Academic Director for a faculty housing stipend. At the expiration of their stay, faculty must remove all personal items from the apartment.

b) Limited-term faculty: Short-term faculty members are entitled to university housing for the duration of their stay at AUK. The standards for long-term faculty housing use will apply to all limited-term faculty members whose contracts are extended.

c) **University guests:** University guests will receive on-campus or off-campus housing at the discretion of the President's Office or a designated proxy.

d) **Special needs:** If the President's Office determines that a faculty member has special needs that make it prohibitive to live in off-campus housing, the President will issue a letter designating the faculty member as a candidate for special housing needs and the Facility Manager will find them accommodations which meet these needs.

3. Housing Regulations:

a) All faculty and visitors at the American University are expected to abide by existing rules for safety, security, guests, use of university property and facilities and check-in/check-out procedures.

b) The university Facility Manager is the first point of contact in all matters relating to university housing.

c) Acting on behalf of the board of trustees, the President of AUK reserves the final authority to amend this policy with due notification in writing to the faculty and Academic Affairs if exceptional considerations warrant its change or temporary suspension.