

**TITLE:** MUW University Apartments  
**AUTHOR:** Faculty Senate  
**APPROVAL DATE:**  
**EFFECTIVE DATE:**  
**PURPOSE:** To establish the mission and assignment priorities for the university apartments  
**REVIEWER AND** Senior Vice President for Administration and University Housing Committee  
**REVIEW DATE:** Fall 2021 and every five years thereafter  
**OPERATING DETAILS:**

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Title: MUW University ~~Housing~~Apartments

Author: Faculty Senate

Effective:

Purpose: To establish the mission and assignment priorities for the university apartments.

Reviewer: Senior Vice President for Administration ~~and Finance~~ and University Housing Committee

Mission:

The primary purpose of providing rental housing is to recruit faculty and facilitate the transition of newly hired employees to their work and community environment and to help in the retention of faculty with opportunities for rental housing.

Operating Details:

1. Priorities for Faculty/Staff:

Facilities Resources Management, in consultation with the University Housing Committee, will assess housing applications submitted by faculty and staff and make assignments according to employment status of the applicant in the following priority:

First priority shall be given to new incoming faculty members and administrators. Incoming faculty and administrators who have not been assigned an apartment by the end of the first semester hired will then revert to second priority among present faculty and administrators in order of their date of application.

Second priority shall be given to current faculty members and administrators.

Third priority in assignment shall be given to current staff employees.

[The University Housing Committee may give priority to faculty and staff with exigent needs \(such as displacement by fire or natural disaster\) upon review of the circumstances.](#)

2. Priorities for Students:

First priority shall be given to parents who have legal full time custody of a child or children who reside with them and who are enrolled full time in the university and [to](#) graduate students.

Second priority shall be given to married students ~~with~~ who are enrolled full time.

Third priority shall be given to students ~~with exigent circumstances~~ who are enrolled full time [and who are recommended by the Office of Housing and Residence Life as having special circumstances that cannot be accommodated in the residence halls, or for a single student over the age of 25.](#)

3. Termination of student or employee status at MUW, for any reason, shall be deemed an automatic termination of apartment occupancy for the lessee. The lessee will have 30 days to vacate the apartment upon termination of the student/employee status. Continued occupancy by students during the period of time between the end of the Spring semester and beginning of the Fall semester may continue upon the presentation of evidence of pre-registration for the Fall semester. This is meant to be accomplished prior to the end of the Spring semester.
4. Students shall follow the same rules as students in Student Housing procedural manual as outlined in the Student Handbook.