

## Process to Request Housing Exception

Housing program exceptions are **extremely rare** and considered on a case by case basis after a new recruit or current faculty member has met with Faculty Staff Housing (FSH)

Requests for a housing exception must be made to the Dean's Office and can only be granted after they have been approved by the Dean and Provost.

Any concerns related to housing expressed by faculty should be communicated to your cluster senior associate dean (with a copy to their staff associate and [ellief@stanford.edu](mailto:ellief@stanford.edu)).

The general process steps are as follows:

- Faculty member meets with FSH for an initial affordability meeting
- Faculty member makes a request for a housing exception to their chair or senior associate dean and the request is forwarded to the Dean's Office
- The Dean's Office Chief of Staff will discuss the request for an exception with FSH. They will share information from the initial affordability meeting and provide possible options for exceptional help.
- FSH, the senior associate dean, and the Dean determine possible assistance, if any, that is appropriate and obtain approval from the Dean and Provost.
- Once the Provost approves, the Deans Office will create and share language for communication to the faculty and then faculty is notified.

No housing promises may be made without following these approval steps.

This process can take anywhere from one week to several weeks depending on the individual circumstances.