

Dear Colleagues,

I am writing to clarify the process in H&S for working with the Dean's Office and Faculty Staff Housing (FSH), specifically with respect to scheduling meetings with FSH for faculty, and for requesting housing exceptions for existing faculty or new recruits.

In order to have as effective a process as possible, please ensure that all housing exception requests are made through the Dean's Office. Following is a brief outline of the process for scheduling meetings with FSH and for requesting exceptions should that need arise.

**A. Making an Appointment for an Initial Affordability Meeting with FSH**

- Existing H&S faculty may reach out directly to FSH to schedule appointments
- For new recruits, departments can make appointments with FSH by email to (fshousing@stanford.edu) or by phone at 725-6893. Each request to FSH for an appointment should include a follow up e-mail to FSH with the following:
  - Draft offer letter (if available)
  - Rank (assistant, associate or full professor)
  - Faculty Line (tenure or non-tenure)
  - Estimated start date
  - FTE
  - 9-month estimated salary
  - Estimated number of summer 9ths available
- Please ensure that all communication with FSH is copied to me at (ellief@stanford.edu) and the respective cluster staff associate and senior associate dean.
- Meetings can usually be accommodated if requested at least one week in advance of a recruit's visit.

When communicating the details of the appointment with FSH to a new recruit, please include the following language:

"In preparation for your upcoming meeting with Faculty Staff Housing on <<insert date>> please be prepared with information regarding your income and expenses. Some examples, if applicable, are:

- Spouse/partner's income (salary, bonus, consulting income)
- Your net consulting income
- Amount of fixed monthly loan payments (student loan, auto loan or lease payments, other)
- Estimated amount charged on credit cards each month
- Amount of child support or alimony paid or received
- Information about other properties owned: Equity from sale, rental income and expenses including the monthly mortgage payment, property tax payment, insurance payment, monthly HOA dues, and any management fees

- Estimated amount of cash available for a down payment (checking, savings, investment accounts, or gift funds)

Your initial meeting with FSH will include a review of the University's housing programs, which are designed to help finance the purchase of a new home within the Qualifying Area. Based on the information you provide, you will receive one or more financial models for that you may qualify for to purchase a home. The models will include the house price range and the breakdown of the costs. Prior to your meeting, you can visit the FSH website for specific information regarding the university programs at <https://fsh.stanford.edu>."

## **B. Initial Affordability Meeting**

During the initial appointment, FSH will review the programs available for the purchase of a home within the Qualifying Area the faculty member or recruit. The programs include the loans, the salary supplement and the ground lease models. FSH will use the information provided by the faculty member to create one or more affordability models based on the faculty member's individual circumstances. FSH can also provide information about rental options available through the University.

## **C. Exceptions**

FSH will share information from the initial affordability meeting with the Dean's Office if it seems likely that an exception will be either needed or requested. Any concerns expressed by a candidate in conversation with the department chair should be communicated to your cluster senior associate dean (with a copy to their staff associate and to me at [ellief@stanford.edu](mailto:ellief@stanford.edu)). The general process steps are as follows:

- FSH will discuss the need or request for an exception with me and provide possible options.
- I will then work with FSH, the senior associate dean, and the Dean to determine the level of assistance that is appropriate. All additional housing assistance must be approved by the Dean. This process can take anywhere from one week to several weeks depending on the individual circumstances.
- The request for an exception is then forwarded by me to FSH. All housing exceptions are reported to and approved by the Provost. A response can be expected within two weeks.
- FSH will communicate the Provost's decision to me and provide any relevant information and the language to be included in an offer letter. I will provide this information to the cluster senior associate dean, staff associate and department.
- The department will draft the necessary communication to the faculty member and obtain the cluster senior associate dean's review and approval before sending it to the faculty member.

We hope that this clarifies the process for working with the Dean's Office and FSH. Please contact me with any feedback or suggestions.

Thanks,

Ellie