

# PEPPERDINE UNIVERSITY CAMPUS CONDOMINIUMS

## PRINCIPLES AND PROCEDURES GOVERNING ALLOCATION OF UNIVERSITY HOUSING

Pepperdine University is committed to assisting its faculty and staff to attain affordable housing near the University. However, an inflation-prone real estate market and institutional budgetary limitations make it impossible to accommodate all the requests we receive. The University understands the high cost of housing and is dedicated to finding ways to make more affordable housing available to our faculty and staff.

Housing units are assigned to current and new employees according to the following principles. We hope that the articulation of the principles which govern the allocation of the Campus View (located on Baxter Drive) and Campus View II (located on the Drescher Campus) condominiums will help everyone understand better how we allocate housing units.

The members of the Housing Committee review all applications and make housing assignments. The current members of the committee include the Vice President and General Counsel, a representative of graduate/professional schools, a Seaver representative, the Seaver Dean of Student Affairs, the Vice President for Finance and Administration, the presidents of the Campus View and Campus View II homeowners' associations, and the Provost. The Committee determines the guidelines for allocating University condominiums and meets periodically to assign units to eligible applicants. Once a unit is assigned, the faculty or staff member works with Real Estate Operations to complete the mortgage and loan approval processes. Housing assignments are not final until financial qualification has been established.

In deciding who should be offered units, the Provost's Office produces an **initial list** of eligible candidates. Deans and vice presidents, however, may suggest to the Housing Committee the relative priority of the faculty and staff within their respective areas. The deans and vice presidents are asked to group members of their faculty and staff who request housing into categories that correspond to the University's highest priorities and needs rather than produce a strict rank order. The order may be affected by the applicants' own stated requirements and preferences, as expressed on the application form.

The University Housing Committee has adopted, with the approval of the University Steering Committee, the following principles in making its decisions about the allocation of units:

1. Category “A” employees have priority over category “B” employees.

**Category A.** Full-time employees of the University, whose primary responsibility and assignment are at the Malibu campus, and who fit into some of the following groups:

- University instructional faculty teaching full-time in a program located on the Malibu campus.
- Deans and administrative staff of the rank of vice president or above.
- Administrative staff who, in the judgment of the University, are filling key roles in student or campus services, outside of normal working hours, at the Malibu campus.
- Administrative staff whose presence on the Malibu campus is, in the judgment of the University, necessary for the purposes of advancement meetings or entertainment.
- The University Church of Christ may qualify to purchase appropriate housing for the express use of its minister(s) employed to serve the campus community.

**Category B.** All other full-time employees of Pepperdine University.

2. Our first priority is to find housing for incoming junior faculty, new tenure-track faculty, and new administrative staff who are being recruited by the University for service on the Malibu campus. Within this group, we generally give priority to those whose recruitment is deemed by the deans and vice presidents to be critical to the success of their respective schools and units. Each case is weighed carefully and individually.
3. A similar priority is given to meeting the housing needs of key faculty members and administrative staff that we are trying to retain.

4. The Committee attempts to maintain an approximate balance of 75% of the units for faculty and 25% for staff/administration. The definition of faculty for this purpose includes full-time faculty, academic deans, associate deans, assistant deans, and others whose primary responsibility is teaching.
5. Faculty and staff who exhibit a high degree of commitment to student life and activities and who support the spiritual life activities of students and the campus community may receive greater consideration than others.
6. Faculty and staff whose professional assignments require extensive involvement with students after hours (e.g., evenings and weekends) will also be given a higher priority.
7. Tenure-track faculty with terminal degrees may receive a higher priority than those who are not tenure track or who do not hold terminal degrees.
8. Faculty who already own residences near the University may receive a lower priority than other faculty when they apply for University housing.
9. Long-time faculty members, deans, and staff who own residences off-campus may receive lower priority than others when they apply for University housing.
10. While the size of one's family is always a consideration, there is no specific guideline that directly relates the size of a unit to the size of an applicant's family.
11. Longevity of service to the University or length of time on the waitlist are not primary factors in determining allocations. Time on the waitlist, however, will be considered as a secondary factor.
12. Purchase of a campus housing unit requires the owner to abide by certain "Covenants, Conditions and Restrictions" (CC&R's). These rules of ownership articulate the circumstances (e.g., divorce, separation, death of a spouse, termination of employment, etc.) which may require the owner to resell the unit to the University. For a copy of the CC&R's, consult the University Real Estate Office.
13. Faculty and staff who purchase housing units must use them as their primary places of residence. Violations will require the sale of the unit back to the University. See "Covenants, Conditions and Restrictions" (CC&R's).

14. The University *only* honors housing assignments that have been approved by the Provost and the Housing Committee. Deans, vice presidents, divisional and department chairs are not allowed to promise University housing (and certainly not to guarantee units of a specific type or location) to current or prospective faculty or staff ***without prior written approval of the Provost.***

These principles and guidelines can be helpful in clarifying the University's housing priorities. These principles do not, of course, automatically settle each case. Often there will be applications from equally qualified applicants. The Housing Committee does not have formal "tie-breaking" rules to handle those cases. It does try to balance the competing needs of the various divisions, departments, and schools on the Malibu campus. If one unit in the University receives priority at one time, that decision is taken into account in allocating the next unit that meets the needs of a faculty or staff member in another unit of the University. When no agreement can be reached, the Provost makes the decision about the order of priority.

04-20-04