

Housing • Dining • Hospitality

Faculty and Staff Housing Program Guidelines

Mission

UC San Diego's Housing•Dining•Hospitality Graduate and Family Housing division, is committed to supporting the academic mission of the university by providing customer focused housing. As a self-supporting operation, we recognize the importance of fiscal responsibility in order to maintain below-market rates. We continuously strive for open communication, consistent operating practices, and respect for diversity and individual needs. In support of the environment, we engage in sustainable practices and partner with vendors who share in our common goals. We embrace customer choice by providing flexible options and value-added amenities with a forward-looking approach and openness to new opportunities.

Two-Year Housing Program

In support of the academic mission of the UC San Diego, Housing•Dining•Hospitality (HDH) Graduate and Family Housing offers campus housing to Faculty, Fellows, Post-Doctoral Scholars, Visiting Scholars and Staff.

Eligibility

LJDS was designed to house full time permanent Faculty, Fellows, Post-Doctoral Scholars, Visiting Scholars, and Staff. Housing is offered based on classification categories.

The categories are as follows:

1. FI, Ladder-rank Faculty to whom a commitment has been made at the time of recruitment as part of the Academic Affairs Faculty Housing Priority Program (FHPP)
2. FII, Academic Senate members holding the following titles:
 - Professorial Series (Assistant, Associate and Full Professor)
 - In-Residence Series (Assistant, Associate and Full Professor)
 - Acting Associate Professor and Acting Professor
 - Lecturer and Senior Lecturer with security of employment
3. FIII, Non-Academic Senate members holding the following titles:
 - Professional Research Series (Assistant, Associate and Full Researcher)
 - Specialist Series (Junior, Assistant, Associate and Full Specialist)
 - Acting Assistant Professors, Acting Instructors
 - Visiting Professors (Assistant, Associate and Full Professors)
 - Visiting Researcher
 - Supervisors of Physical Education (Junior Assistant, Associate and Full Supervisor)
 - Librarian Series (Assistant, Associate and Librarian)
 - University Librarian Series (Assistant and Associate)
 - Curator in Library
 - Adjunct Professor Series (Assistant, Associate and Full Adjunct Professor)
 - Adjunct Lecturer and Adjunct Senior Lecturer
 - Visiting Lecturer and Visiting Senior Lecturer
 - Lecturer and Senior Lecturer
 - Clinical Professor Series (Assistant, Associate and Full Clinical Professor)
 - Continuing Education Specialists
 - Program Coordinators
 - Academic Administrators
 - Supervisor of Field Placement
 - Supervisor of Teacher Education
 - Associate in _____ (e.g. Biology) Non-Students

4. FIV, Postdoctoral Scholars holding the following titles:

- Postgraduate Researchers
- Post M.D.'s
- Other postdoctoral scholars (for example Visiting Scholars or Visiting Graduate Students)

5. S5, University Management and Staff Personnel

Application

Eligible faculty and staff interested in residing in LIDS may submit a housing application at hdhgradfamilyhousing.ucsd.edu. Faculty and Staff must have their Single Sign-On credentials in order to complete an application online. In cases where a faculty or staff member does not yet have their SSO credentials, they can request a temporary username and password in the link provided above, after which they can login to complete an application. Once the applicant has applied, they will receive an email confirmation of receipt of the application. Eligible faculty members are required to apply within 30-days of accepting a position with UC San Diego. Proof of employment documentation must be uploaded within 2 weeks of submitting an application.

If an apartment is not available at the time of application, the applicant will be placed on a waiting list. Twice a year, in May and October, applicants on the waiting list will receive an email which requires the applicant to update information in order to stay on the waitlist.

- If the applicant does not update information, the application will be removed from the waitlist and the applicant will receive an email notification.
- If the applicant is still interested in housing and contacts the Graduate and Family Housing Office (Housing Office) within 6 months to request reinstatement of the application, the Housing Office will reinstate the application as of the original application date.

Offers

Offers are made in the following priority order:

1. FI (FHPP)
2. Categories FII, FIII, FIV, S5 are grouped as a single applicant pool and offers are made to these based on application date.

Offers are made based on the following factors:

1. Priority status
2. Application date
3. Need housing by date
4. Housing preferences

Offer Communication process:

- Once an apartment becomes available that meets the applicant's requests, the Housing Office will send an email message to the applicant.
- In addition, a reminder email will be sent to the applicant if a response is not received within 24 hours of the original email message.

Offer Response

If the applicant wishes to accept the offer for housing:

- The applicant will receive email instructions to accept the offer via HDH's on-line system.
- Once accepted, the applicant will receive another email confirming their accepted offer.
- Within 24-48 hours of accepting the housing offer, an electronic Rental Agreement will arrive via email. This e-mail will include a link to read and sign the Agreement. The applicant must sign this Agreement within 24 hours of receipt unless other arrangements are made with the office.
- The applicant will also receive an email that includes a link to access the online community orientation.
 - Residents must complete the online orientation prior to move-in day. The online orientation provides helpful information to prepare for arrival, access to valuable resources during residency and other important information.
- The applicant must pay the first month's rent or prorated rent on or before the Rental Agreement start date. If the first month's rent is not received on or before the Rental Agreement start date, the applicant forfeits the apartment and it will be offered to the next individual on the waitlist.
- Once accepted the application is removed from the waitlist

Applicants are not eligible to re-apply, unless:

- They would like to relocate during their two-year term; or
- They vacate prior to their two-year term and want to fulfill their two-year housing allocation at another time.

If the applicant refuses the offer:

- And this is the first offer, the applicant will maintain the original application date and position on the waitlist and will receive one additional offer.
- And this is the second offer, the application will be archived; and the applicant will receive an email notification. The applicant may submit a new application, which will be added to the end of the waitlist.

If the applicant does not respond to the offer:

- And this is the first offer, the application will be archived; and the applicant will receive an email notification. If the applicant is still interested in housing and contacts the Housing Office within six months of not responding to the offer to request reinstatement of the application, the Housing Office will reinstate the application as of the original application date.
- And this is the second offer, the application will be archived; and the applicant will receive an email notification. The applicant may submit a new application. The application will be added to the bottom of the waitlist.

If the applicant wishes to cancel the acceptance of the offer prior to the Rental Agreement start date:

- The applicant must submit in writing a written request to cancel the Rental Agreement prior to 12:01 a.m. on the Rental Agreement start date.

If the applicant wishes to terminate the Rental Agreement on or after the Rental Agreement start date:

- The applicant must submit a 30 day written notice of intent to vacate.
- The applicant will be responsible for paying the rent for 30 days from receipt of the notice or until the apartment is re-rented and a new resident moves in, whichever comes first.

Rental Agreement Terms

Residency and Apartment Type

All eligible residents applying will be primary residents and will be offered the entire apartment. All partners, spouses, children and roommates will be additional residents.

Duration

Faculty and staff (including FHPP) will receive a non-renewable 2-year fixed term Rental Agreement.

- Faculty and staff who has previously resided in LJDs since July 1, 2015, will have this residency period deducted from the two years to determine the term of the new Rental Agreement.
- Faculty and staff, who resided in LJDs on or before June 30, 2015, and continue to reside in the same apartment will reside in LJDs under the terms of their month-to-month Rental Agreement. If they apply for another apartment, they will receive a new non-renewable fixed term Rental Agreement providing a total of two years of housing.

Move-In Process

Prior to check-in residents should pay their first month's rent at <https://act.ucsd.edu/studentEBill2/StudentBilling>

Upon check-in, residents must provide the following to pick up keys:

- Picture ID
- Pet Deposit (if applicable);
- Vehicle registration in resident's name (if applicable);
- San Diego Gas and Electric account information

Residency

Handbook: The Handbook acquaints residents with their communities and provides information regarding services, facilities, policies, and procedures. HDH reserves the right to change the rules in the handbook by rescinding, amending, or making such other rules and regulations as deemed necessary to provide for the comfort and convenience of all residents and for the safety, care, proper maintenance, and cleanliness of the premises.

Requests for Exceptions/Appeals: All faculty and staff requests for an exception should be submitted to the Graduate and Family Housing Office.

Eligibility checks: Residents are required to remain eligible during the term of their Rental Agreements.

- If a resident is not meeting the eligibility requirements, a courtesy email will be sent providing three days to prove eligibility or submit a 30-day written notice of intent to vacate.
- If the resident does not respond to the courtesy email, a Three-Day Notice to Perform Covenant or Quit will be served. This notice requires the resident to prove eligibility or vacate the apartment within three days.
- If the resident does not respond to the Three-Day Notice to Perform Covenant or Quit a Three Day Notice to Quit will be served. This notice requires the resident to vacate the apartment within three days.

Pet policy: With the exception of the approved animals listed below, animals are prohibited in our communities without prior written consent of the University. However, the following exceptions apply:

- Personal 'Service or Assistance Animals' that assist with a disability as certified by our Housing Liaison.
- At LJDs, the University will approve two indoor cats, caged birds, or fish in aquariums with a 30 gallon or less capacity, per apartment. A signed pet addendum and a \$250 pet deposit will be required for up to 2 indoor cats.
- Guest animals are not permitted at any time.
- Refer to the pet addendum for additional guidelines.

If you indicate that you require a Service Animal or Assistance Animal:

Students, Faculty, and Staff must fill out and submit the [Assistance Animal Accommodation](#) form to the [Office for Students with Disabilities](#) for review and approval. Should you have general questions related to submitting documentation or the review process, please contact the Office for Students with Disabilities and reference "Assistance Animal Accommodation Requests" or reach out to our Housing Liaison at 858.534.8567 or housingliaison@ucsd.edu.

If you indicate that you would like to bring a Pet with you:

Please note that there is a more detailed approval process and a required pet deposit if and when you receive an offer to live in UC San Diego Graduate & Family Housing. More information about this process will be provided to you when applicable.

Rent delinquencies, deferments, and payment plans: Rent is due and payable on the first of every month. If a resident foresees any difficulty in paying the rent on time, they may submit a [Monthly Charges Deferment Agreement Form](#) or contact the office for further information.

Sublease: The purpose of the sublease program is to allow residents to maintain their housing status while away from UC San Diego to work, study, perform academic field research, and/or take an approved leave of absence. Residents are not eligible if they are continuing to work on campus during the sublease period. Academic year subleases are for a maximum of 3 quarters. Individuals subletting during an academic quarter must meet the eligibility requirements. Individuals subletting during the summer must be affiliated with the University, however, do not need to meet the eligibility requirements. Summer subleases are for a maximum of 3 months.

Residents looking to sublease their apartment, and non-residents looking for apartments to sublet, may submit profile applications on the Housing Sublet Portal at hdh-web.ucsd.edu/sso/gfhsublease.

The following applies when you are subleasing your space:

- The resident remains financially responsible for paying the rent.
- The resident must provide key(s), parking permit(s), mailbox key(s), and gate transmitter(s) to the individual subletting the space.
- Residents may collect a \$100 refundable damage deposit but may not charge rent in an amount greater than what the University charges the resident.
- An electronic sublease form must be submitted in advance to the Housing Office. Failure to submit this form may jeopardize your housing privileges. By submitting this form, the person subleasing the space will be provided lock out service.

Move Out

Notice of Intent to Vacate (NIV): Residents with a month-to-month agreement or residents who wish to leave prior to the end of their Rental Agreement end date must submit electronic notice 30 days prior to their move out date. Residents on a fixed term Rental Agreement are not required to provide a 30-day notice of intent to vacate if they are vacating on the day of the Rental Agreement end date. Upon separation of your employment or graduation with the University, Residents must submit a 30-day electronic NIV, as they are no longer eligible to live in Graduate and Family Housing.

Contact Information

Graduate and Family Housing Office Phone: 858-534-2724

Email: gradfamilyhousing@ucsd.edu