



Weill Cornell Medicine

Housing

Weill Cornell Medicine Policy on Postdoctoral Associate Housing

POLICY STATEMENT

Weill Cornell Medicine (WCM) recognizes the vital role that housing plays in supporting the mission of the institution. Housing placement policies, procedures, and eligibility criteria have been developed to allocate this limited resource equitably. Although priority for housing is given to new recruits, WCM Housing is not guaranteed. All residents of WCM Housing shall be governed by the Terms and Conditions of the Housing License Agreement and the Policy or practice that is then in effect.

DEFINITIONS

The following definitions apply to terms as they are used in this policy:

Postdoctoral Associate: An individual employed by Weill Cornell Medicine who holds a full-time appointment as defined in the Academic Staff Handbook.

Full-Time: An individual who has a full-time appointment as governed by WCM Policy.

WCM Housing: All current and future housing operated by Weill Cornell Medicine.

Newly Recruited: An employee is considered newly recruited for a period of six (6) months from the initial WCM date of hire.

ELIGIBILITY

WCM employs the following guidelines when determining the eligibility for Housing and reserves the right to offer varying terms or to change the terms of eligibility at any time. Full-time employment status must be maintained while residing in WCM Housing.

1. Newly Recruited Full-time Postdoctoral Associates are given eligibility for up to a five (5) year period.
2. Newly Recruited Research Associates and Fellows may be housed on a space-available basis; eligibility may range between one and three years. A Postdoctoral Associate who is promoted to a Research Associate while a resident of WCM Housing maintains an aggregate of five years eligibility.
3. A Postdoctoral or Research Associate promoted to a Faculty Title while a resident of WCM Housing may be eligible to extend housing, and if authorized, the resident may be placed in Faculty Housing; placement is not guaranteed. The aggregate tenancy in WCM Housing cannot exceed a period of ten (10) years unless otherwise approved by WCM.

4. A Postdoctoral Associate with a break in service to the institution, who has previously resided in WCM Housing and has acquired a new appointment, is not considered to be Newly Recruited under this policy.

APPLICATION

To apply for WCM housing, eligible Postdoctoral Associates under this policy must complete an *Application for Postdoctoral Associate Housing* and submit all necessary forms to WCM Housing at academic-staff-housing@med.cornell.edu.

Department Completes Part I: The Faculty Sponsor's signature in Part I certifies that the applicant's full-time appointment information is true and accurate.

Complete Application: All information, approvals, and signatures requested must be provided. Incomplete applications will not be processed.

Supporting Documentation: If applying for family housing, documentation verifying the relationship of additional occupants to the applicant must be provided (e.g., marriage certificate, birth certificate(s), IRS dependency, domestic partnership). Please refer to the *Policy on Family Housing* for more information.

An applicant is placed on the Postdoctoral Associate waitlist based on the receipt date of the completed application. Applicants who are not placed within 6 months will be removed from the waitlist.

OFFER OF HOUSING GOVERNED BY

1. If an accommodation for housing can be made, an offer will be made between 30 and 45 days prior to the date housing is required.
2. Applicants must accept or decline a single legitimate offer of housing in writing within the time frame specified in the WCM Housing offer letter.
3. A legitimate offer is solely based on occupancy requirements as determined by WCM. An offer is not based on building/apartment preferences, price points, or any other criteria.
4. An apartment share is a legitimate and permanent offer of housing limited to those who reside in WCM housing as a single individual. Shared housing is not considered provisional or transitory.
5. Individuals who decline a legitimate offer of housing may request a one-time reactivation of their application. The applicant's position on the waitlist will be changed to reflect the reactivation date.
6. When an offer for housing is accepted, the individual must take occupancy not more than 45 days from the date of the WCM Housing offer. If an applicant does not take occupancy, the offer of housing will be invalidated.

OFFER OF HOUSING CONDITIONS

WCM housing must be the primary residence, and the individual to whom an offer of housing is extended must occupy the apartment. Subleases or private arrangements for another person to occupy the apartment are not permitted. Eligible persons under this policy may occupy only one apartment unit within WCM Housing.

If an applicant is placed in family housing, WCM's Policy on Family Housing shall govern. https://housing.weill.cornell.edu/sites/default/files/family_housing_postdoc.pdf

The postdoctoral associate and their family member(s) must use the WCM unit as their primary, permanent residence (domicile). Occupancy as a Secondary Resident, as authorized by the Housing Office, is based solely upon the Secondary Resident's relationship to the Primary Resident. A Secondary Resident has no independent right of occupancy, and a Secondary Resident's occupancy shall terminate immediately upon the termination of the Primary Resident's Agreement or upon the termination of Secondary Resident's relationship to the primary resident, whichever occurs first.

Individuals who are no longer single as determined and defined by WCM or who are promoted to a faculty title are required to vacate shared housing.

Residents who are no longer employed full-time by WCM or lose housing eligibility status are required to vacate WCM Housing when either date is met, whichever is earlier.

Proration of Fees

Housing fees for Riverwalk and Southtown are prorated by the quarter-month according to the following schedule. Please arrange your arrival dates accordingly.

Move-In Date	Amount Due
1 – 7	Full Month's Rent
8 – 14	3/4 of Monthly Rent
15 – 21	1/2 of Monthly Rent
22 – 28	1/4 of Monthly Rent
29 – 31	-0-

For those placed at Sutton Terrace, fees are prorated as of the date of check-in.