

## Directory

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### Baker House Policies

# Rooming policy

Approved April 2012

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Research has shown that the assignment of rooms in a dorm has a very significant impact on the friendship and culture of a dorm. Because of the impact of rooming, the rooming process is important to maintaining Baker culture. Because of the importance of this process, it is vital that the process operate well and reliably year after year according to the principles and process agreed up by Baker residents.

## Guiding Principles

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In designing the rooming policies, the following guiding principles were followed:

- It's important for the process to be transparent and operate reliably from year to year.
- Residents, including freshmen, are in the best position to preference their own roommates, neighbors, and room locations.
- The rooming process should not be purely mechanical; instead the RAC may assign rooms through a discretionary, holistic process.
- Rooms shall be assigned in an order based on seniority.
- The RAC shall be selected by an objective, holistic process, not be by popular vote.

## Transparency of Rooming Regulations

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This document shall be posted on the Baker website.

The list of rooms available shall also be posted at all times of the year.

## Room Assignment Committee (RAC) Makeup

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Four members. One each from the sophomore, junior, and senior classes (the permanent members), plus the President ex officio.

### RAC Member Selection

A new member is selected sophomore year, to serve on the rooming committee for the rest of their time in Baker. If no sophomore applies, any Baker resident may apply.

If there is a vacancy on the RAC due to a resignation, any Baker resident may apply for that spot. That member will fill out the term of the member they replaced.

The new members are selected before the Upperclassmen Selection Process.

Current RAC members issue an application and solicit responses. The RAC will decide on the criteria which they use to score applicants. These criteria may include:

1. Understanding of Baker culture
2. Work ethic
3. Knowledge of Database systems

The RAC will publish these criteria before the application period opens. The RAC shall issue an application and solicit responses. The application shall be issued via the baker-general mailing list at least 5 days before it is due.

In order for an application to be submitted, an applicant must receive 100 signatures from Baker residents on a paper petition. The objective of this exercise is to have the applicants meet the residents of the dorm. A signature only indicated acknowledgement that an applicant is running. It does not indicate support of the applicant. Baker residents should not withhold their signatures to prevent an applicant from applying.

After applications are received, the RAC will consult with Baker Exec in a closed session of Baker Exec about the applications they received. The RAC will score applicants based on the criteria that they established. The entire RAC will then select a candidate. At the next Exec meeting, the RAC will present their selection for ratification by the residents present at the next Exec meeting.

Exec members may serve on the RAC.

## Upperclassmen Assignment Process

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### Rooming Pools

The RAC conducts 3 separate rooming processes on separate days (the rooming days). On each day, the RAC rooms separate applicant pools. On the first rooming day, the RAC rooms rising seniors (current juniors and seniors who will be 9th term seniors); on the second rooming day, the RAC rooms rising juniors (current sophomores); and on the third rooming day, the RAC rooms rising sophomores (current freshmen). There shall be several calendar days between each rooming day.

On each rooming day, the rooming committee divides the applicant pool into 2 sub-pools: current Baker students and students transferring into Baker. On each rooming day, the RAC first rooms all current Baker students, and then rooms all incoming transfer students.

### Order of Rooming Pool

For each sub-pool, the RAC randomly sorts the list of students in that sub-pool (the random ranking). The random ranking is an ordered list from 1 to N, where N is the number of students in that sub-pool.

The RAC assigns points to applicants based on their participation in dorm activities. Exec will decide the points schedule at its next meeting with input from the dorm.

These points are subtracted from that resident's position in the random ranking, to create an intermediate rank score. The list of

students sorted by intermediate rank score is called the final ranking. Ties are resolved by an arbitrary method. For example, a student with a random ranking of 20, but earning 10 points for participating in Exec, would have a rank score of 10. If no other students received points, that student would have a final rank of 10, and all other students with an intermediate rank score  $\geq 10$  are one position lower in the final ranking than in the random ranking.

If a student has a valid medical or other requirement, filed through the MIT Housing Office, those students are given special consideration.

#### Before the process

Before the rooming process, the House Manager will inform the RAC of all rooms which are unavailable for the upcoming semester and which are protected for reasons designated by the House Manager. The RAC shall post the list of rooms which are designated as unavailable by the House Manager, but may not necessarily post the reasons such rooms are unavailable.

#### Room Preference Sheet

Several days before the start of the rooming process, the RAC issues a room preference sheet. All students interested in living in Baker fill out a preference sheet and submit it to the RAC by the deadline indicated by the RAC.

The room preference sheet will contain a summary of the information presented herein, with a pointer to the full policy.

The sheet asks students for their preferences in a number of categories, including floor, wing, neighbors, room type/size. The room preference sheet has a section where residents can indicate the relative preference for each category. Students may also list a rank order of specific rooms. The 2011 Room Preference Sheet is attached to this document.

The sheet also has a phone number field. During the rooming meeting, residents should remain accessible by phone.

#### The Rooming Meeting

On each rooming day, the RAC enters into a closed meeting (the rooming meeting) to conduct the rooming process. The RAC reads each form in the order of the final ranking of each sub-pool.

The RAC then evaluates each application holistically, taking into account the preferences listed on the sheet, the balance and makeup of the dorm, preferences expressed by the House Masters, GRTs, House Manager, and Exec. If the RAC has additional questions, they will call the resident.

If someone lists a preference for a roommate, they will be placed together, no matter the roommates place in the ranking. The roommate may be in a different pool or sub-pool.

The RAC will attempt to room friends near each other.

At the end of each rooming day, the RAC posts the assignment of rooms and the list of rooms still available.

#### Preferences regarding Current Room/Floor

Current residents of a particular room have no automatic right towards their current room for either themselves (ie. squatting) or others (ie. willing), nor to their current floor. Though due to the seniority ordering, a resident is almost always able to keep his or her current room next year.

## Transfer Assignment Process

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Transfers are students who are moving into Baker House at a time other than the REX Assignment period, or the period before the Upperclassmen Assignment period.

MIT Housing notifies the RAC and the House Manager that a student is moving into Baker. The RAC will issue the student a room preference sheet. Upon request, the RAC provides the new resident with a list of available rooms. The House Manager and RAC work to will pick the best available room which matches the new resident's preferences and works logistically.

Work should be done to smooth the logistical burden of the process, while maintaining flexibility for students.

## Summer Freshmen Temp Room Assignment Process

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MIT Housing sends the RAC a list of students that have been assigned Baker in the Summer Housing Lottery. MIT Housing also sends information about the student's preferences, as collected during the summer housing lottery, to the RAC (the summer preferences).

The rooming committee shall assign freshmen randomly to temporary rooms, while avoiding clear conflicts of compatibility from the student's summer preference sheet. Students have an opportunity to remain with their roommates or find new ones during the post-REX Freshmen Assignment Process.

If a student requests a specific roommate, they will be matched with that roommate.

## Post-REX Freshmen Room Assignment Process

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During REX, the RAC advises freshmen to look for compatible roommates.

After REX, all incoming Baker freshmen (including those assigned to Baker in the Summer Housing Lottery and those assigned to Baker in the REX Lottery) gather in front of Baker House at a designated time. At that time, Exec and the RAC introduce themselves and the rooming process. Exec and the RAC will hold an ice-breaker event (to be defined by the Exec and the RAC) before the freshmen are handed the rooming sheet. The goal of this event is to introduce the students to Baker and to each other. The event should be somewhat structured to make sure that every (including shy) new Bakerite meets each other. Freshmen are encouraged to pick roommates with similar sleep schedules, and who share their expectations about partying.

Exec and the RAC will help students mingle to find a roommate. Exec and the RAC will make it clear that freshmen should take their time to find the right roommates. As the process winds down, Exec and the RAC will be more involved in helping students meet each other. The goal is for every freshman to select at least one other freshman that they would be interested in rooming with.

Freshmen fill out the same Room Preference Sheet, as described above. If freshmen want to live together, they staple their sheets together to form a group. Freshmen must only fill out only one preference sheet for their group.

The RAC then enters into a Rooming Meeting, as described before. The RAC first assigns freshmen with valid medical or other

requirements, filed through the MIT Housing Office. The RAC then assigns 4-person groups to quads. The RAC then assigns other students according to a holistic process. Unlike the Upperclassmen process, the applications are not reviewed in a specified order. Groups are not broken up, but other freshmen may be added to a group. For example, a two person group may be assigned a triple with a third person.

The RAC then posts the room assignments that night.

## Gender

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Baker House is a co-ed dorm. Students shall not be segregated by gender by either floor, or section of the floor. Instead, effort should be made to intersperse males and female rooms.

Only students of the same gender may be assigned to share a room.

## Switching

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If students work out a mutual switch, the RAC will honor the switch.

## Exec Meetings

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From time to time, the RAC shall come to Exec Meetings to keep Exec informed about the rooming process. In particular, the RAC should come to the meeting before the opening of the Upperclassmen Selection Process.

## Appendix

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Figure 1 Room Sub-Pools

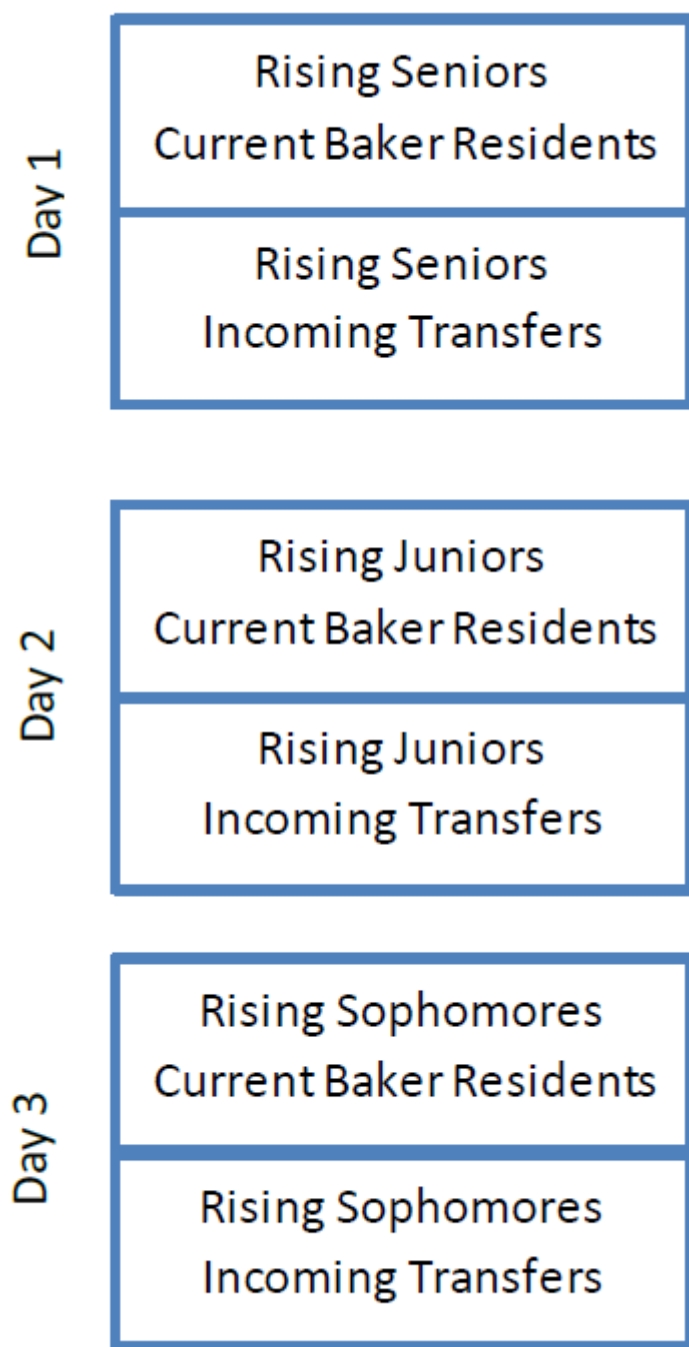


Figure 2 2011 RAC Application

## Baker RAC App

\* Required

Name \*

Year \*

Athena \*

Are you free tomorrow at 7pm for about an hour? \*

- Yes
- No

Can you program/good with databases (access)? \*

We may want to create a more automated system for rooming.

- Yes
- Maybe...
- No

Funny joke? \*

Explain how connected you are in Baker/the different people you know. \*

RACs should know different circles in Baker so they can make good decisions about rooming when it is up to their judgment.

Baker RAC App https://spreadsheets.google.com/viewform/hl=en&formkey=dE91aWNL...

**Characterize the social scene/makeup/people of each floor of baker. \***  
Just a quick sentence for each will do.

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Figure 3 2011 Upperclassmen Room Preference Sheet



## Rooming *Preference Sheet*

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### Instructions

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The rooming chairs will be placing the most weight on the rankings that you make below, so please think carefully about what is most important to you for your room and who you would (or would not) like to live by! If you would like to have specific people as roommates, ALL involved must fill out the form. No squatting (staying in your current room without entering the lottery) is allowed. All students **must** complete this **entire** form and submit it by their class deadline. On the night your preference is due, we suggest keeping your phone available in case we need to contact you for any reason.

You may request a room switch after the lottery by contacting the rooming chairs in the 24 hr period after the results are posted. Please be advised: rooming assignments are FINAL and all changes are made at the discretion of the RAC. In general no changes will be made unless the rooming committee made a clear error in reading your preferences. Incomplete pref sheets or missed deadlines are NOT valid reasons for a reassignment and such requests will generally be denied.

Helpful links in making your choices:

- [Available Room Information](#) - including square footage and type
- [Floor Plans](#)

Deadlines:

- ALL Special Requests and Rising Seniors (2012) - Friday 4/29 at 11:00pm
- Rising Juniors (2013) - Wednesday 5/4 at 5:00pm
- Rising Sophomores (2014) - Sunday 5/8 at 12:00pm Noon

If you have questions or comments, contact the [Baker RAC](#).

### Your information

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Name	Phone where you can be reached	Current Room	Class
Michael E Plasmeier		512	2013

### Rankings

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When ranking, 1 is your first choice. Do not give any choices the same rank.

Rank the following in order of importance to your room choice (do not rank any the same)

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- Floor
- Wing
- Size/Room Type
- Neighbor

Floor	Wing	Room Type	Size Tolerance
- 1st Floor	- East	- Coffin	I don't care about a difference in room size of - square feet or less, if my other priorities benefit.
- 2nd Floor		- Pie	
- 3rd Floor	- Central	- Couch	
- 4th Floor		- Front Double	
- 5th Floor	- West	- Back Double	I don't care about if my other priorities benefit.
- 6th Floor			

#### People/Neighbors

People you want to live with (ROOMMATE)

People you want to live near: (rank in order!)

People you cannot live near

#### Other

If you have any other notes or considerations for the RAC and write them below. Note: you may list rooms in the order that you would prefer to be assigned below, but please remember that the rooming chairs will be using the above rankings as the primary factor in room assignments. If you would not like a specific room (or shape of room) for a certain reason please state that below.

You can make changes to these preferences until the submission deadline