College of EHD Office Space Policy

Goal: The efficient and appropriate use of office space assigned to the College of EHD.

The following assumptions will guide the allocation of office space within the College:

- Adequate office space is necessary for faculty and staff to effectively and efficiently carry out the duties they have been assigned.

- Office space should be allocated and organized in ways that support the mission and work of the College and the departments.

- Office space has symbolic meaning for persons.

- Office space is a valuable resource that requires thoughtful and appropriate allocation and use.

- The Dean of the College is responsible for the allocation and appropriate use of all resources in the College, including departmental office space.

- Departments are responsible for allocation of office space within the department, in accord with College policy. The department Chair is responsible for allocation decisions, in accord with department policy, which must be consistent with this policy. Any unresolved differences about office space will be mediated by the Dean. The Dean's decision will be final.

Priorities for the allocation of office space within the College are listed here in order of highest to lowest priority:

1. Full-time tenured faculty.
2. Endowed "Visiting" Professors.
3. Full-time tenure track faculty.
4. Full-time permanent staff,
5. Full-time, temporary (term or special appointment) faculty.
6. Part-time and adjunct faculty
7. Part-time staff.
8. Graduate assistants.
9. Student employees.
10. Emeritus Faculty, on a space available basis.

When making assignments within each category, persons with seniority will be given preference in selecting office space.

University and College policy permit only one office for any individual employee.

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