

UNIVERSITY *of*
NORTHERN COLORADO



**College of Education
& Behavioral Sciences
Office of the Dean**

Facilities and Space Usage Policy

Space and facilities are allocated to the College by Academic Affairs. Primary responsibility for the management of space lies with the School Director, in consultation with the Dean. College space and facilities will be used for the maximum benefit of the College mission, in support of instruction, scholarship, and professional service. All use of space will follow applicable University rules and regulations.

In order to maximize the use of space across the College the following guidelines shall apply:

- Office space will be used for its original purpose
- Each faculty member will retain one office
- Full-time faculty have first priority on all office space
- Teaching, graduate, and graduate research assistants will share an office with one other assistant, or with an adjunct faculty member
- Where possible, graduate students should have access to a common study area with desks and meeting tables.
- Adjunct faculty will share an office with one other adjunct faculty member or with a TA
- To the maximum extent possible storage space in units should be consolidated.

Exceptions to the above are to be approved by the Dean.