

## **College of Natural and Health Sciences Office Space Assignment Policy**

### **Statement of Principle**

It is recognized that office space for faculty, staff and, in some cases, students is important to the timely delivery of effective instruction, scholarship, and service as well as academic administrative and support functions. It is also evident that office space is a premium item in the College. It is our intention that all full-time NHS faculty members and individuals who provide essential administrative and support functions have office space adequate to performing these tasks. It is also desirable that part-time faculty and graduate students have access to on-campus space to support their activities. The purpose of this policy is to provide guidance for assignment of office space in the College. It is recognized that relocation of offices is a significant imposition and all reasonable efforts will be made to minimize moves among continuing personnel.

### **Authority**

This policy is effective for NHS Schools, Departments, Programs, Institutes, Clinics, and Centers (hereafter referred to as units). This policy will be implemented when units are unable to meet their office space needs within their assigned areas. In order of priority and after consultation with unit leaders and, as appropriate, Gunter Hall and Ross Hall Space Utilization Committees, the following procedure will be used to assign office space within the College. Gunter and Ross Hall space utilization committees are ad-hoc advisory committees that may be formed to address cross unit space issues. The authority for these assignments resides with the Dean of the College.

### **Procedure**

1. An inventory of all College office space, including Gunter Hall, Ross Hall, Ben Nighthorse Campbell Center, and other facilities that are assigned to the College will be conducted by the Dean's office staff prior to the conclusion of the spring semester of each year.
2. After consultation with unit leaders and, as appropriate, Gunter Hall and Ross Hall Space Utilization Committees, office space requests will be addressed on the basis of need and current occupancy using the priority ranking delineated below.
3. Where necessary, office space may be shared by more than one individual, based on demand and availability. In light of the College's current space limitations, it is expected that office space made available to part-time faculty and students will be shared.
4. Requests for office space will be handled on a case by case basis and should be directed to the NHS Associate Dean.

### **Priority Ranking**

1. Unit leaders and essential unit support staff
2. Full time faculty
3. Other full time staff including those funded by grants and contracts
4. Graduate student teaching/research assistants
5. Part time faculty
6. Other part time staff including those funded by grants and contracts
7. Graduate students not on assistantships
8. Undergraduate students with compelling needs for office space
9. Emeritus faculty