

Subject: Office Assignments
Policy Number: O10
Date: April 25, 2003
Reviewed:

POLICY:

It shall be the policy of the School to assign offices on the basis of groupings, proximity to classrooms and/or labs or studios and expressed preference when possible.

PROCEDURE:

When office space becomes available the Director will make a determination regarding the assignment. Faculty who would like to move to another office should notify the Director.

When office space becomes available the Director will contact faculty in order of rank and seniority to determine whether they would like to move to another office.