

Subject: Office Assignments

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POLICY

When space becomes available the director shall determine if the space shall be used for faculty offices or some other purpose (research space, staff functions, etc.) in consultation with faculty. Upon determining that a space is to be used for faculty offices, the director shall offer it first to the most senior member of the faculty by rank and time on faculty. This process continues, working down the list of eligible faculty, until all spaces are assigned.

Note that a change in rank or seniority does not guarantee a choice of a new office. New office assignments come only upon availability through retirements, new space openings, etc.