

L&S Space Allocation and Management

While departmental space allocations may vary based on the unique needs of specific programs, **space will generally be reviewed according to the following principles:**

- Faculty or programs are granted occupancy of space by the dean, but these assignments are not in perpetuity. Deans will review annual space audit reports.
- One academic office will be allocated for each permanent faculty member. Normally, faculty with joint appointments will be assigned only one individual office; an office in the second department, if available and necessary, should be shared.
- Space needs for new faculty should be defined in the FTE request; research space needs must be defined in any research proposal.
- No more than one office should be allocated per full temporary faculty FTE, and temporary lecturers and associates will usually be asked to share offices.
- The highest priority for graduate student space allocation will be for those students who are engaged in undergraduate instruction, e.g., serving as TAs. No more than one office will be allocated per teaching assistant FTE (2 T.A.s) in the South Hall Tower. This cubicle space assignment is intended for graduate student teaching assistants to meet with their students during designated office hours or by appointment. This space is not intended as permanently assigned office space. In departmental space, 1.5 FTE (3 TAs) may be assigned to a typical office.
- Shared office space for emeriti may be assigned when the retiree has been recalled to teach or has active funded extramural research. Departments may find it necessary to limit emeriti space to meet the needs of new faculty appointees or other departmental, divisional, or college needs.
- Any commitment of space to retired or retiring faculty will be made for a specified time period and must be approved in writing in advance by the divisional dean.
- Administrative space will be allocated based on the size and complexity of departmental operations.
- Departments are assumed to need some conference space; however, increased allocations of space to conference, seminar, and laboratory functions will not necessarily be offset by increases in office space when TA and faculty appointments increase.
- Chairs and directors may recommend a change in function, modification, or renovation of existing space under their jurisdiction. Such recommendations should be made to the divisional dean and will only be considered if funds are available.

- Office space should not be assigned or used by the occupants for storage of disposable records or files, old furniture and equipment, or trash. In addition, department space should not be used to store personal or non-university business items.

Each department has the responsibility and is accountable for managing resources it administers on behalf of the university. Optimizing space assignments ensures that our physical resources are used effectively.

Chairs and directors are responsible for:

- managing, assigning, and reassigning space within the department/program/unit to meet current needs. For example, when offices are left unoccupied for significant periods of time, such as during sabbaticals or other leaves, Chairs and directors should ensure whenever possible that each occupant leaves his/her office in suitable condition so it can be temporarily reassigned to alleviate any pressing short-term space needs in the department;
- reporting additional needs for space associated with ladder faculty recruitments;
- reporting needs for new space associated with departmental or center contract/grant activity;
- planning for space contingencies associated with renovation of existing facilities and new construction projects;
- considering opportunities to share equipment (copy machines), facilities, and space (computer laboratories) with associated units;
- appointing a space committee, if needed, to assist in space planning and/or to provide advice on the management of departmental capital resources;
- ensuring that the space assigned to the department meets mandated health and safety requirements (contact Environmental Health & Safety with questions).