Policy for the Allocation and Use of Office Space in the College of Architecture and Planning

The College, located on two sites, has adopted the following principles for the management of its faculty office space:

**General:** The allocation of office space is the responsibility of the Associate Dean assigned to each campus. They will consult with the department chairs to ensure that the allocation of office space between the departments is equitable and responds to the department’s needs. Faculty office assignment is based on three major considerations:

1. Tenure status: tenured and tenure-track or non-tenure faculty;
2. Employment status: full-time appointment or part-time appointment, and
3. Administrative appointment: with or without administrative appointment.

No member of the faculty, regardless of tenure status, employment status, and administrative appointment, will be assigned an individual office on each of the two sites.

Current exceptions to the policy will not be subject to re-review. Future exceptions to the policies that follow must be reviewed and recommended by the associate deans and approved by the Dean.

**Tenured and Tenure-Track Faculty:**

All tenured and tenure-track faculty will be allocated an individual office on the campus on which they teach the major part of their course load. When faculty in this category regularly teach on both campuses, they will be allocated space in a shared T/TT office on the second campus.

**Non-tenure Track Faculty:**

Instructors and Senior Instructors and faculty appointed to the Clinical Teaching Track: All instructors, senior instructors and clinical teaching track faculty will be allocated space in a shared or common office on the campus on which they teach the major part of their course load. They will share an office space with other faculty members in this category. If faculty in this category teach on both campuses, they will be allocated space in a common office on the second campus.

Lecturers and GTPI’s: All lecturers will be allocated space in a common lecturer/GTPI space on the campus on which they teach. They will share office space with other faculty members in these categories.

**GTA’s and TA’s:** All GTA’s and TA’s will be allocated space in a common TA office on the campus on which they assist in teaching. They will share office space with other TA’s.

**PhD Students:** PhD. Students will be allocated space in a shared office or research center on one of the campuses by the Director of the PhD program. They will share that office space with other PhD students. Only one space may be allocated to each student.

**Emeritus Faculty:** The College does not provide office space for the use of emeritus faculty. When retired faculty are appointed as part-time teachers in the college, they will be provided office space in the same way as non-tenure track lecturers.

**Visiting Scholars:** Scholars and researchers from other institutions will be allocated space in a shared office on the campus that best supports their research agenda.