

Priority Guidelines for Space Allocation

Here is a summary of the historic Dean's Office operating principles on space allocation.

1. People have priority over things. Teaching faculty have priority over nonteaching faculty. Student activity groups will be considered for any unallocated space currently available.
2. Individuals are not entitled to more than one office; multiple offices will be reviewed on a case-by-case basis.
3. Full-time faculty have priority over other faculty categories.
4. Retired faculty are not entitled to an individual office if there is a shortage of space, but otherwise every effort will be made to find one, especially for retired faculty doing their one-third post-retirement teaching.
5. Part-time faculty and graduate assistants generally are not entitled to an individual office.
6. Space assigned to Departments should be as contiguous as possible.
7. Current Department space allocations should not be reduced unless necessary in order to solve a problem in another department.
8. Department chairs make the usage decisions for allocated space unless it is absolutely necessary for the Dean's Office to make these determinations, using these guidelines and Departmental priorities.
9. Any space re-allocations across departments are subject to review in the following year.
10. Any re-allocation is subject to and hence conditional on a "social impact" analysis -- a review of costs and benefits, including ensuing general happiness and malaise.