

# Chapter 10

## Offices

## Office Assignment Guidelines

Office assignments and subsequent occupancy should in no way be construed as constant. Changing program enrollments, hiring needs within and among programs, retirements, relocation leaves, matrix staffing and changing grants status and activities are many of the activities which may require change. The following provisions are offered as general guidelines for deans and chairs in assigning space.

- To the extent possible, all office assignments should be contiguous to faculty and academic staff colleagues in the proximity of the clerical support unit assigned to serve the faculty and program unit of record.
- In the event of a retirement, the emeritus professor (retiree) can retain the office through the period of the fall interim and/or the summer session immediately following the date of retirement. If an office assignment is requested beyond this period, or if the retiree teaches part time following the date of the retirement, an alternate office will be provided on a space-available basis. All office space assigned for use by a retiree will be reviewed each semester relative to frequency of use. If an office is to be vacated by a retiree, a provision for help in packing and transporting personal and professional materials can be arranged through the office of the department chair and the office of physical facilities.
- In the event of the death of a colleague assigned to an office, the deceased member's office shall be maintained for a period for 60 days, after which letter notification from the department chair will be sent to the next of kin informing them of the need for the reassigned office. The department chair will also provide an offer to help in arranging to have the personal effects of the deceased packed and transported to a delivery site identified by the next of kin.
- In the event of a relocation leave, the office previously occupied may be maintained for the period of the relocation leave, except when the office is needed by a new or reassigned faculty member and/or teaching academic staff member. If the office is needed for reassignment, alternate office space must be offered for the term of the relocation leave.
- If a space is currently occupied by a graduate assistant or a non-teaching employee, and if this space is located in an academic/teaching office environment, the office needs of teaching faculty and/or teaching academic staff will be given first priority. The graduate assistant or non-teaching employee may be offered an alternate office on a space-available basis.
- As a general practice, part-time faculty, graduate assistants and temporary short-term faculty should be assigned shared office facilities.
- Office space which is used for non-specific functions such as teaching aid storage, work study space, department library, general office storage, etc., can be maintained only if office space is not needed in the area of use.
- If a teaching faculty member requests or is currently assigned to more than one office, due to a split assignment in more than one building, the secondary office

can be maintained only on a space-available basis. If a request is received for a primary space need, the secondary space will be vacated no later than one week from the time of receiving notification.

- If an office space or a room adjoining an office space is assigned as a student lounge or for use by a student club, it is expected that this space will be shared by more than one student group. If, in turn, space assigned for these purposes is needed by faculty, the faculty need will be given first priority.
- If an office space assignment and/or use is disputed, the matter will follow procedures in Chapter UWS 21, "Use of University Facilities."

*From the Vice Chancellor, 25 January, 1984*

## College Office Hour Policy

Faculty members are urged to hold office hours with a frequency and at times convenient for their students, and to make themselves available by appointment when other hours are needed. Faculty should be generous with their time, but are not expected to maintain more office hours than their students can profitably use.

Each faculty and academic staff member is expected to be readily and regularly available to students by maintaining reasonable office hours. Office hours should be posted on the office doors.

*Approved by COLS Faculty Committee, 27 April, 1988*