



Faculty offices and furnishings provided by the College (including computer hardware) are the property of the College and their use is governed by College policy.

Faculty Office Assignments

The Office of the Vice President for Academic Affairs, in consultation with department chairs and program directors, determines faculty office assignments. Since there is a limited amount of office space to accommodate all faculty, Academic Affairs has established the following prioritization guidelines for the allocation of faculty offices:

1. Ordinary tenured and tenure-track faculty who are engaged full-time at the College, either in full-time instruction or a combination of instruction and administratively approved course reduction, will have the highest priority for office space. Past College Presidents have the same priority as full-time Ordinary faculty. The College will attempt to place all Ordinary Faculty in the same building, if not on the same floor, as their departmental colleagues whenever possible.
2. Full-time Adjunct faculty are next in the prioritization of faculty office space. Again, the College will attempt to place adjuncts in close proximity to their departmental colleagues whenever possible and under some circumstances it may be necessary for Adjunct faculty to share offices.
3. Ordinary faculty teaching less than a full course load and who do not have a course reduction for administrative duties are next in the prioritization of office space.
4. Professors Emeriti may be allocated offices provided all full-time faculty have offices.
5. Part-time special lecturers will be granted office space based on availability and only after the needs of all Ordinary and Adjunct faculty have been met. Special lecturers will, in most cases, be expected to share office space with one or more other part-time faculty. These joint assignments may include part-time faculty from other departments or programs.
6. Office space may only be used for other purposes (storage, lounge area, etc.) if the College's office needs have been met. Reconstitution of office space for other needs may only be done through consultation with the Assistant Vice President for Academic Affairs.

Office allocations may be reassigned from one department or program to another based on the priorities established above. Departments and programs may need to consider the temporary reallocation of office space for faculty who are expected to be away on sabbatical for a semester or year.

Faculty Office Moves

Chairs and directors can expect to receive communication from the Assistant Vice President for Academic Affairs near the conclusion of the spring semester inviting written requests for faculty office space and assistance with office moves. In particular, chairs and directors should be aware of any office space needs that may result from the addition of new faculty to the department or program. Requests for office space to accommodate new faculty expected to begin in the spring semester should be addressed in writing to the Assistant Vice President for Academic Affairs no later than December 15.

The Assistant Vice President for Academic Affairs will coordinate all office moves with Physical Plant, Information Technology and Telecommunications, and academic departments and programs. Physical Plant will typically work with departments and programs on the specific move date. Individual faculty are expected to pack their own materials for transport.

Departments may wish to develop their own procedures for office allocations as long as they do not conflict with College policy on office assignments or place an undue burden on Physical Plant and IT/Telecommunications. Proposals for departmental office assignments and moves should be submitted to the Assistant Vice President for Academic Affairs for approval.