



Guidelines for Office Allocations

Office space is a scarce resource on campus, and especially so in the CBA Building. With recent increases in tenure-track hires, additional lecturer and GA hires resulting from increased course offerings, and more academic visitors arriving in the college, space availability in the building will be even more acute in the foreseeable future.

Allocation Process

- Prior to the start of each semester, the Associate Dean for Administration and the Building Manager will assess office space allocations and needs for the coming semester.
- After discussing allocations and other needs with the department chairs and program directors, they will propose to the Dean an allocation plan for the coming semester.
- This proposed plan will be discussed at an AC meeting.
- The Dean will approve the final allocation plan. The Building Manager will implement the plan and initiate all the necessary facilities modifications, such as painting (if needed), furniture re-arrangement and provisions, and arrangements for IT services via CBA Instructional Technology. This will be done with the assistance of the department ASCs.

Allocation of Individual Offices

- Department office for the department ASC
- Each T/TT faculty member, including the department chair/program director
- Other administrative personnel as seen appropriate by the Dean

Allocation of Shared Offices

- Lecturers and Academic Visitors – individual offices can be assigned based on availability, giving priority in the order of:
 - Full-time lecturers,
 - Part-time lecturers that will be teaching 15-units,
 - Other part-time lecturers,
 - Academic visitors.
- GAs/ISAs/Work Study students, and
- Other administrative personnel.