

BGSU Firelands Governance Document Procedure	Administrative Processes	Office Space Allocation Process
Approved by:	Date Revised 12/7/07	FC 6011

PURPOSE

Defines procedure for office space allocation for full time faculty.

Faculty offices are BGSU Firelands property and should not be treated as specific space allocated to individual departments or persons. Office of Budget and Operations defines the minimum complement of office equipment as a:

- four-drawer file cabinet
- bookshelf
- desk and chair
- chair
- network connection and phone connection
- electrical outlet

PROCEDURE

A memo of request by faculty member who wants a particular office must be filed with the Faculty Chair within two weeks after any faculty office has become available.

If no Americans for Disabilities Act accommodations are needed, then the following list of criteria should be used to determine which faculty member would be moved.

1. Years of faculty full-time service at BGSU Firelands;
2. Academic rank;
3. By a simple lottery draw.

If equipment beyond the minimum complement is requested, faculty must seek approval from Budget and Operations, and all expenditures, including equipment and installation, will be charged to the faculty member's department.

In accordance with the BGSU Academic Charter, section B-I.F.b, office space for emeritus will be granted "wherever appropriate and feasible."

If any faculty member is denied placement into a new office based on these guidelines, an appeal in writing must be submitted to the Faculty Ombudsman within one business day from when the initial decision is made public.

SPECIAL CIRCUMSTANCES

Department Chairs' offices must have the appropriate space and location to expedite their various duties.

Once a faculty member has moved to a new office, the Office of Budget and Operations strongly suggests that subsequent office exchanges be kept to a minimum.

Any lab associated faculty office should be assigned to faculty in the appropriate discipline.

When four or more faculty offices become available, such as during a remodeling project, a request for a block of offices should be submitted to the Faculty Chair.