

College of Health Professions
Faculty Office and Research Space Assignment Policy

All office and research space are assigned by the Dean or his/her designee.

Faculty Office Assignments

It is the intent that all full-time faculty shall be assigned private office space if such space is available. In the event sufficient individual private office space is not available, faculty office space shall be assigned as follows:

1. Tenured and Tenure-track faculty shall be entitled to private office space.
2. Academic Unit Heads, Associate Unit Heads, Associate Deans, Program Coordinators, and Program Directors shall be entitled to private office space.
3. Academic Unit Heads with a regular required physical presence at more than one teaching site shall be entitled to private office space at each teaching site.

When available, individual offices will be assigned by rank with consideration for years of continuous service as follows:

1. Clinical Professor
2. Clinical Associate Professor
3. Clinical Assistant Professor
4. Distinguished Lecture
5. Senior Lecturer
6. Lecturer III
7. Lecturer II
8. Lecturer I
9. Faculty Teaching in Online only Programs

If still insufficient office space is available, faculty teaching in online programs only and remote faculty shall be considered for hotel space only.

Shared Office Spaces

Occupancy limits of shared office space will be determined by space size and ideal furniture layout. Each faculty in a shared office will have a standard desk, desk chair, bookcase, two drawer file cabinet and access to a least one guest chair.

Hotel Office Space

Sufficient hotel office space will be determined at each teaching site, be available during regular business hours and will be made available as needed to traveling faculty, part-time faculty and faculty needing private meeting space who otherwise do not have such space. Hotel space will be scheduled by the Dean's Office.