

# Faculty Office Assignments

## Policy/Procedure

### I. General Considerations

It is the goal of the Senior Associate Provost's Office to maximize the use of all faculty office space in order to support faculty in their roles as teachers, advisors, and scholars. Two guiding principles in this endeavor are that the general interests of the College as a whole take priority in faculty office assignment decisions and that office space is controlled at the institutional rather than the departmental level. The following criteria should help ensure that faculty office assignments are in line with college-wide objectives.

- We are committed to departmental cohesion and a desire that faculty work in the same general area with their departmental colleagues and will attempt to house all members of a department within the same building.

- There are some departments and programs, like foreign languages, that often need more space than can be accommodated within a single building. In these cases, faculty members may sometimes be assigned to an area slightly distanced from their colleagues.
- Other requirements may govern or preclude the use of some office space. Science Department office spaces often have adjacent labs, and, even if temporarily vacant, are normally a last resort for non-science faculty assignment.
- Because office space is allocated centrally by the Senior Associate Provost, individual faculty members (within or between departments) may not arrange trades.

- We recognize that senior faculty should qualify for improved office space if they desire it and if space becomes available, and that tenure-track faculty take priority over adjunct, visiting, and emiriti faculty

- We are committed to providing office space for all full-time faculty members and do so with the understanding that they will maintain an office as long as they hold a full-time academic position. To accomplish this, it is necessary that each faculty member or member of the administration who teaches may qualify for only one office space at any one time.

- Faculty who have a temporary, multi-year assignment elsewhere (e.g. as a Dickinson study abroad program director or in a special administrative appointment on campus) are expected to return to the office vacated at the time of the appointment upon resumption of full-time on-campus teaching. The assignment of the occupant of their office during their extended absence will be made by the Senior Associate Provost's Office.
- Two people sharing a full-time appointment are assumed to share an office unless they make a convincing case otherwise to the Senior Associate Provost.

- We are committed to providing office space for part-time teaching faculty and will assign space based on their teaching load. In most cases, part-time faculty are expected to share with one or at the most two other part-time teaching faculty.

- Part-time faculty may request of the Senior Associate Provost an office without sharing if they have other duties or responsibilities as part of their official appointment and if space is available.

## **II. Reassignment of Faculty Office Space:**

Assignments of individual offices are made by the Office of the Senior Associate Provost after consultation with academic department coordinators (ADCs) who will communicate with their department chairs. The following is the procedure to make these assignments, which has been in place for a number of years and was last reviewed by FPC in 2019.

The Senior Associate Provost determines all faculty offices about to become "*permanently vacant*" for the next year. This includes offices vacated because the last faculty occupant will not be returning due to resignation, retirement, or non-renewal, but does not apply to offices of full-time teaching faculty taking a temporary sabbatical or change of appointment leave. At the time an office space becomes available for reassignment, the Senior Associate Provost will inform all the ADCs of departments housed in that particular building and the ADCs will then announce the vacancy to their department faculty. Full-time, non-visiting faculty who wish an office reassignment then make their interest known to their ADC, who will send the list of departmental members requesting a reassignment to the Senior Associate Provost. Any faculty in an administrative capacity or on sabbatical leave during office reassignment will still be required to follow established policies of vacating his/her office. The Senior Associate Provost will assign an order to the faculty who are interested in moving according to the following criteria:

- Seniority by rank (Professor; Associate Professor; Senior Lecturer; Assistant Professor Lecturer)
- Year of appointment to rank (if tie, year of appointment to college; if tie, coin toss)

Once the order is established, each faculty member will be given the opportunity to choose their office from the list of offices available. Faculty are free to pass on the opportunity to select an available office if they prefer their current office to those vacant at the time they choose.

## **III. Sabbatical Faculty Office Assignments:**

Office space for faculty on an approved sabbatical leave can be assigned only when the college has made such space available.

Faculty on a full-year or fall semester sabbatical must vacate their regular office by June 30th to allow use of the office at the beginning of the academic year by teaching faculty. Faculty on a spring semester sabbatical must vacate their regular office by January 15th.

Faculty will return to their office after their sabbatical.

When faculty members go on an approved sabbatical leave, either full-year or single semester, they may keep the office **only** if it is not needed for teaching faculty. Faculty who request the use of their regular office during their sabbatical must apply to the Senior Associate Provost. The application must include a proposal from the chairperson of the department satisfying the office needs of the teaching faculty member(s) within space currently assigned to the department.

Once the eligible pool of faculty requesting sabbatical office space for the following year has been established, individual faculty will choose space in order of their rank according to the following criteria:

- Those on a full-year sabbatical
- Seniority by rank
- Year of appt to rank (if tie, year of appt to college; if tie, coin toss)
- Those on a single semester sabbatical
- Seniority by rank
- Year of appt to rank (if tie, year of appt to college; if tie, coin toss)

#### **IV. Emeriti Faculty Office Assignments**

Office space for emeriti faculty can be assigned when space is available and after all full-time teaching faculty, part-time teaching faculty, and faculty on sabbatical leaves (who have requested office space) have been accommodated.

When emeriti are hired to teach part-time, office space is assigned as for all part-time faculty.

<b>Related Information</b>
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<b>History/Revision Information</b>
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**Responsible Division/Office:** Senior Associate Provost Office

**Approval Date:** June 10, 2019

**Effective Date:** June 10, 2019

**Last Amended Date:** June 10, 2019

**Next Review Date:** **June 10, 2022**

**Also Found In:**