

**College of Social Sciences
Space Policy
Appendix VII**

GUIDELINES

The following guidelines provide a basis to evaluate the college's overall space needs and to allocate space equitably and effectively.

Faculty

Regular faculty should be provided with a single private office of approximately 120-150 square feet. Additional space may be assigned by the college to a faculty member based on the following criteria:

Active extramurally-funded research
Active research
Educational Programs

Community projects
Joint appointments
Extracurricular projects

Active research is defined as ongoing research during the fiscal year.

Chairs and Directors may maintain a separate office for conducting teaching and research activities. Administrators, anticipating lengthy leaves, should vacate their faculty offices and make them available for visiting professors, lecturers, and others. Administrators in acting or interim assignments may keep their regular offices.

Offices of faculty who are absent from campus for an extended period, (e.g., on sabbatical leave or leave without pay), should be made available for visiting faculty or for other temporary use at the discretion of the department and in consultation with the faculty on leave.

Most faculty offices in the college have computers purchased by the college for faculty use. When on leave or absent from the college for extended periods, these computers should be backed up and the disks cleaned of active files in order that temporary users of the offices may have proper computer access.

For obvious health and safety reasons, faculty are responsible for insuring that the use of multiple electrical appliances from the same outlet, storage of perishable food in offices, excessive storage of newspapers or flammable material and other potentially harmful office uses are avoided. All office use must be up to code and pass the regular inspections made by university, state, and federal personnel.

Emeritus faculty should be provided with a desk and shared office space (60-75 square feet) or with shared desk space and secure storage space. Particularly active emeritus faculty may be provided a private office. Storage of books and data files is not considered active use of space.

Visiting faculty with full teaching responsibilities should be provided with offices similar to regular faculty.

Office space provided to **lecturers** should be commensurate with the level of their teaching and advising duties. Typically, part-time lecturers are provided with a desk and shared office space (60-75 square feet).

The space provided to **teaching assistants** and **research assistants** will vary with their level of responsibility. In general, a carrel or a shared office with 40-50 square feet should be provided.

Space for **graduate students** in the form of carrels or desks is provided on an as available basis. Proximity of graduate students to faculty and to their peers is considered an important component of a graduate education. In general, units do not provide space for undergraduate students who are not employees.

Research Space

College faculty have different needs for research space. In general, first priority in research space allocations shall be given to externally-funded research projects that pay overhead to the college and when research space is required as a condition of the grant or contract. Second priority shall be given to funded projects for which research overhead is received by the college but space is not a condition of the grant. Third priority shall be assigned to other research projects.

Laboratories

Some college faculty require access to laboratory space for teaching and research. While the College has limited lab space and funds for lab renovation, the college will assist faculty in identifying adequate lab space and in seeking special funds to adapt existing space to the particular laboratory needs of individual faculty.

Information Technology

Information technology staff requires sufficient space to maintain college systems, individual work stations, and laboratories. Space is also required to store hardware, software, tools, and equipment. The systems manager and his/her staff will be assigned office space as appropriate and needed.

The college funds and maintains a number of computer labs located in college space for use by all students. In a few cases, special grants and gifts have made it possible for individual units to establish and maintain small computer labs for students in their classes. In such cases, individual units are primarily responsible for security, access rules and maintenance. College staff will assist whenever possible in maintenance of these unit laboratories.

Administrative Staff and Unit Offices

Secretarial staff should typically be provided 100 square feet of personal space plus additional space for files and other materials. Office space should be adequate to serve the multiple needs of units.

Other Space

Departments should maintain records in an appropriately secure location. Storage space should be conserved through the development and implementation of archival procedures that are consistent with university policy. Where feasible, units should store documents in electronic rather than paper form to reduce the need for storage space. Common space for archival storage of all college units should be used when possible.

Units should provide adequate space to store supplies and equipment that are not in use. Departments should periodically dispose of equipment that has no value. Departments should create plans for cycling equipment through an expected life cycle. N.B. Space is not provided for storage of personal items.

Most departments have seminar rooms used primarily for their faculty and students. While departments are the primary stewards of these spaces, the college encourages the informal practice of honoring requests to make them available to other units for meetings and seminars.

Graduate student lounges and departmental reading rooms may be allocated when space is available and in accord with college guidelines and priorities. Assignment of space for these functions should be weighed against research, teaching laboratory, and storage space needs.