

Exterior Office Allocation Policy

Because exterior offices are a limited resource, it is important to have an explicit policy regarding their allocation. The Biology Space Committee (BSC) has come up with the following policy concerning the allocation of exterior offices, with reference to the Biology Department Space Use Policy.

1. Tenure-track and transitional faculty will be assigned an un-shared exterior office, which is the only office that “belongs” to these faculty members.
2. Remaining exterior offices on a given floor are available to be assigned to contract/continuing faculty, Research Scientists, Postdocs, and Research Associates, and—pending availability—to graduate students. To the extent possible, Adjunct Faculty will be assigned an un-shared office during the semesters while teaching, to facilitate office hours.
3. All assignments to desks and offices will be determined by the BSC. Requests for assignment of personnel to exterior offices and desks should be made six months in advance. All requests are to be in consultation with their BSC floor representative. These three steps should be followed:

- a. Consult the seating map for your floor for available spaces: *Link is available in the e-mail sent to the Faculty Listserv on 10/04/2018 from Paige Flores – Not posted here for security purposes.*
- b. Make a proposal to your floor representative with proposed occupant’s name, job title, expected duration of assignment, and space to be assigned.
- c. The floor representative can provide a tentative approval of the proposal. They will then bring that proposal to the full BSC for final approval at the next monthly meeting (or by e-mail if a meeting cannot be coordinated in a timely manner).

Please note: requests to the BSC will be most useful if the request includes a preferred office space as well as an alternate option. Individuals have the right to refuse a particular assignment and request a different one. Only in exceptional circumstances (e.g. changes of PI, hiring of new faculty) will individuals be reassigned from their desk/office.

4. After contract/continuing faculty, priority will be given to “senior personnel”: Research Scientists, Postdocs, and Research Associates (III or above). The BSC will work to accommodate at least two of these senior personnel for each PI. In the case where a PI has more than two senior personnel, additional persons may be assigned to interior offices. Priority for assignment will be determined by the lab of the person and then by the occupants’ seniority (time at CSU).
5. After senior personnel, space assignments to exterior offices may be temporarily assigned to graduate students and other non-PhD researchers (e.g. Research Associates

I or II). For example, if an exterior office is available after all faculty and senior personnel have been assigned to exterior offices, then graduate students may be assigned to an exterior office. However, assignment of graduate students must be done in consultation with the BSC to ensure that graduate students from all labs have an equal opportunity to use an exterior office.

6. Shared offices may be designated for Emeritus faculty. Requests for Emeritus office space should be forwarded to the BSC at the time of application for Emeritus status.
7. Sabbatical visitors, affiliate faculty and visiting scientists/scholars will be housed in the Biology department on a space-available basis, as determined by the BSC. These visitors must have a faculty sponsor, and the sponsor should request space at least six months in advance, following the procedure listed in #3 above.
8. At the beginning of summer and of each semester, elected floor representatives of the BSC will work with the Building Proctor to update the occupancy record of all offices on their level, including the interior offices and the use of laboratory benches/desks for office space. This inventory will include the office occupant's name, sponsor, and occupancy start & anticipated end dates (MM/YY). This record will be available to faculty via shared drive (see link in #3).
9. This policy may be revised when all available space is occupied, as this may result in office reassignments.