

Chapter 10

Office Assignment Guidelines

Under normal circumstances, faculty can count on retaining their office space from year to year. However, certain occurrences may require departments or individuals within departments to move offices, either temporarily or permanently. Changing program enrollments, hiring needs within and among programs, being on leave, renovation or the building of new campus spaces are among the activities that may require change. The following are offered as general guidelines for the Dean and Chairs in assigning space:

1. Departments have assigned offices that will not, under normal circumstances, change year to year. Spare offices in a department's area may be used by a department with the approval of the Dean. A memo, delivered to the appropriate Associate Dean, should spell out the use for such an office in order to gain approval.
2. To the greatest extent possible, all office assignments within a unit, including that of an Academic Departmental Assistant, should be in proximity to each other.
3. In the case of retirement, relocation, or death of a faculty member, the faculty member or next of kin will be granted a reasonable amount of time in which to vacate the office with his/her belongings. Normally this period will not exceed 60 days. Any University property must remain with the office. Department chairs should facilitate the packaging and transportation of personal effects when this is necessary to vacate. In the event of a relocation leave, the office previously occupied may be maintained for the period of the leave, except if the office is needed by a new faculty or academic staff member. If the office is needed, then alternate office space must be offered to the faculty member on leave.
4. Office needs of faculty and academic staff are given first priority over those of graduate assistants. Graduate assistants may use the office space of departments at the discretion of departmental chairs and at the discretion of the Dean in areas that are not assigned to departments. Where space is in short supply, office space occupied by graduate assistants and academic staff teaching a limited schedule may be shared.
5. Office space that is not used as an office, for instance by student clubs, can be maintained only if the space is not needed by faculty or instructional academic staff. If an individual has an affiliation with more than one unit on campus, a second office can be maintained only on a space-available basis.

UW System policies regarding the use of University facilities are contained in Chapter 21 of the UW System regulations; any public use of University properties must follow its guidelines: http://docs.legis.wisconsin.gov/code/admin_code/uws/21.pdf

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