OREGON INSTITUTE OF TECHNOLOGY

Faculty Office Assignment Policy
OIT-21-032

All faculty office assignments are to be approved by the Provost's Office. Office assignments are to be made in an equitable manner. No individual will be assigned an office or be moved to another office without consultation of all parties involved.

Faculty

Requests for changes in office assignments are made to the faculty member's department chair, as office space becomes available**.** The department chair will consult with faculty involved in all phases of the decision process, with sufficient time allowed for full consideration of options, and make a recommendation to the Provost's Office.

The timing of office changes will be coordinated with the involved parties with due consideration for minimizing disruption of teaching and other duties. Preferred times for moves are during breaks and summer.

Conflicts with office assignments will be resolved by the Provost's office in consultation with the department chair(s).

New Faculty

Office assignment recommendations are made by the department chair in consultation with the Provost's Office.

Department Chairs

A private office must be provided for and be occupied by all department chairs and interim chairs for purposes of confidentiality. These office assignments will be decided by the provost prior to the beginning of the term of service.

Private vs. Shared Offices

The assignment of a private office vs. a shared office will be based on the following criteria:

- Academic rank, followed by time in service
- Confidentiality issues (i.e., advising, externship coordinator)
- Medical needs
- Centralizing departments, as needed

Window vs. Inner Offices

The assignment of a window office vs. an inner office will be based on the following criteria:

- Academic rank, followed by time in service

Recommended by:

       Faculty Senate - June 6, 2002
       President's Council – October 8, 2002

Approved: */s/ Martha Anne Dow*
              Martha Anne Dow, President

Date: October 8, 2002