Policy Statement:

Any tenure-track or tenured faculty member interested in changing his/her office should indicate that intent to the Dean's secretary. This list will be maintained using the same Rank/Seniority System that was used to assign offices originally. Whenever office space becomes available, it will be offered to those faculty on the list using the Rank/Seniority System. The most senior member on the list will have the option to take the available space or to pass it up. If passed, it will proceed down the list in similar fashion.

As in the past, desks, chairs, bookcases, and bulky furniture will remain in the office. Faculty members may move personal items such as computers to their new facilities.

Office space will be assigned to new faculty by the Dean using the lottery system in place in the Human Resources Office, after senior faculty on the list have had their choice. The Dean reserves the right to discretionary use of offices assigned to faculty who are away from the campus by virtue of sick leave, sabbatical, or are serving interim appointments.

Implementation Notes:

1. Office bidding will be done whenever office space becomes available.

2. If a chair election occurs within the academic year, the new chair exchanges offices with the outgoing chair.

3. If a new chairperson is elected to complete the unexpired term of the former chairperson, the new chair has the option to remain in his/her current office while completing the chair’s term.

4. The offices available for the bid process are those vacated by temporary personnel, retiring personnel, and new chairs who are moving to the chair office.
5. All tenure-track and tenured faculty are free to participate in the bidding process. The assignment of an office shall be binding for one year. If the office has not been occupied by the end of the year, it will return to the pool of offices which are offered for bid in the next round.