Space Allocation and Use

May 3, 2010

MEMORANDUM

TO: Soyeon Shim, Director Norton School
FROM: Ad Hoc Space Committee
RE: Recommended Guidelines for Space Allocation and Use

At your request, the Ad Hoc Space Committee (Anita Bhappu, Noel Card, Mike Staten, and Angela Taylor) convened on March 25, 2010 and April 13, 2010 to develop a set of guidelines for space allocation and use in the Norton School. The results of the committee’s deliberations are summarized below.

Recommended Minimum Space Allocations:

The committee recommends that the minimum space allocation be one personal office space. The type of space would be based on each person’s classification together with other considerations as described below. The committee further recommends that allocations of personal office space be made by the School Director on an ongoing basis as new personnel are hired and in consultation with the appropriate unit heads (e.g., Division Chairs, Center/Institute Directors).

- Tenured/Tenure Track Faculty
  - One closed office space; first priority for a windowed office

- Graduate Students
  - Individual or multiple-person cubicle. [Note: This space is assigned to the graduate student, not the faculty member with whom they are working.]

- Lecturers/Adjuncts
  - Access to office space depending on work assignment (e.g., full-time/part-time)

- Center Staff/Research Personnel
  - Access to office space depending on work assignment

Proposed Procedure for Requesting Additional Space (beyond the minimum allocation):

The committee recommends that written requests for additional research/project space be solicited by and returned to the School Director on an annual basis according to a pre-determined schedule (e.g., end of each spring semester).

- Written space requests should include the following information:
  - Amount and type of project space (if any) assigned for previous year
  - Amount and type of space needed for the coming year
• How long the space will be needed
• Specific information about how the space will be utilized, including the type of work to
• be done and names and titles of any personnel to be assigned to office space.
• Project funding.